DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

A

August 1, 1918.

MEMORANDUM NO. 248.

Reports on Services of Probationary Employees.

Some question has arisen as to the necessity for reports, during the probationary period, as required by Memoranda No. 164 and No. 235, regarding the services of employees who are granted leave without pay to enter the military service of the United States. All the reports called for by Memorandum No. 235 which fall due before the employee leaves the service should be submitted in the usual way. A final report showing the character of service rendered by the employee since the submission of the previous report, or since he entered the service, should be transmitted when the leave without pay is granted in order that the record may be complete. After this has been done, no additional reports will be required during the period of absence.

E. T. Meredith
Assistant to the Secretary.

P

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 25, 1918.

MEMORANDUM FOR MR. PEW.

Dear Mr. Pew:

I have noted your memorandum of July 18 in which you refer to the difference of opinion existing between bureau officials as to the action which is to be taken on the initial, immediate, and final reports of probationers who have been granted leave without pay to enable them to enter the military service. You state that a probational appointment becomes permanent automatically unless something definite is done to prevent it and, in your opinion, we should have on file the three reports on each probationer, whether or not he is in a duty status.

While it undoubtedly is true that his furlough or leave without pay will not prevent his appointment from becoming absolute, still it seems to me that the filing of reports covering a period of time when an employee is not serving the Department would constitute mere formality and would have no significance whatever. It would mean simply that the reports had been filed in accordance with the regulations of the Department but beyond that would serve no useful purpose. The filing of such reports could have no bearing upon the employee's standing and no action could be taken as a result of their being filed. I do not entirely agree with you that "the mere fact that the Chief of a Bureau recommends that an individual be granted leave without pay for any purpose whatever, during his probation would indicate that he is or should be willing to recommend his permanent retention in the

classified service". You will realize, of course, that leave without pay is now granted as a matter of course to employees who desire to enter the military service. We could not very well retain an employee in this Department who wished to enter the military service and it is my understanding that it is a policy which has been consistently pursued. This office has interposed no objection to leave without pay under such conditions and it is the Secretary's idea that the practice should not be discouraged.

He does not feel, therefore, that a memorandum should be issued directing that all reports on the services of probationers be rendered at the specified periods regardless of whether the employee is in a duty status. He believes, rather, that it would be desirable, for the purpose of record, to have on file a statement from the chief of bureau issued as of the date upon which the employee is granted leave without pay. In accordance therewith, I have prepared a memorandum to the bureaus requesting that such report be sent to this office with each recommendation for leave without pay for an employee who is serving his probationary period in order that he may enter the military service.

Very truly yours,

Assistant to the Secretary.

elected service". You will realize, of course, that leave without pay is now granted as a matter of course to employees who desire to enter the military service. We could not very well refuse an employee in this Department who wished to enter the military service and it is my understanding that it is a policy which has been consistently pursued. This office has interposed no objection to leave without pay under such conditions and it is the Secretary's idea that the practice should not be discouraged.

It does not feel, therefore, that a memorandum should be issued directing that all reports on the services of probationers be rendered at the specified periods regardless of whether the employee is in a duty status. We believe, rather, that it would be desirable, for the purpose of record, to have on file a statement from the chief of bureau issued on or the date upon which the employee is granted leave without pay. In accordance therewith, I have prepared a memorandum to the bureaus requesting that such report be sent to this office with such recommendation for leave without pay for an employee who is serving his probationary period in order that he may enter the military service.

Very truly yours,

Assistant to the Secretary.

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE APPOINTMENT CLERK
WASHINGTON, D. C.

July 18, 1918.

MEMORANDUM.

For Mr. Harrison,

Dear Mr. Harrison:

Referring to memoranda No. 164 of April 10, 1916, No. 167 dated May 4, 1916, and No. 235 dated May 3, 1918, I find there is some difference of opinion between bureaus as to the filing of the initial, intermediate and final reports of probationers who have gone on leave without pay to enter the military service.

It seems to me that to have the records complete we should have on file the initial, intermediate and the final report of each probationer regardless of whether or not he is in a duty status throughout his period of probation. A probational appointment becomes permanent automatically unless something

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE APPOINTMENT CLERK
WASHINGTON, D. C.

July 18, 1918.

MEMORANDUM.

For Mr. Hartison.

Dear Mr. Hartison:

Referring to memoranda No. 164 of April 10, 1918, No. 167 dated May 4, 1918, and No. 255 dated May 3, 1918, I find there is some difference of opinion between bureaus as to the filing of the initial, intermediate and final reports of probationers who have gone on leave without pay to enter the military service.

It seems to me that to have the records complete we should have on file the initial, intermediate and the final report of each probationer regardless of whether or not he is in a duty status throughout his period of probation. A probational appointment becomes permanent automatically unless something

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE APPOINTMENT CLERK
WASHINGTON, D. C.

MEMORANDUM.

definite is done to prevent it. Many of the bureaus seem to think that because a person is on ~~a~~ leave without pay and therefore rendering no service to his bureau, no report properly can be made on his services covering the period during which he is not in a duty status. The bureaus that are of that opinion often seem surprised when I call on them for these reports, and many of the bureaus seem to be of the opinion that the transition from a probational status to a permanent status can be or should be postponed until the individual has actually served six full months in a duty status. This is not at all my understanding. It seems to me

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE APPOINTMENT CLERK
WASHINGTON, D. C.

MEMORANDUM.

definite is done to prevent it. Many of the bureaus seem to think that because a person is on leave without pay and therefore rendering no service to his bureau, no report properly can be made on his services covering the period during which he is not in a duty status. The bureaus that are of that opinion often seem surprised when I call on them for those reports, and many of the bureaus seem to be of the opinion that the transition from a probational status to a permanent status can or should be postponed until the individual has actually served six full months in a duty status. This is not at all my understanding. It seems to me

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE APPOINTMENT CLERK
WASHINGTON, D. C.

MEMORANDUM.

that in all cases we should have the initial, intermediate and final reports of services on file here, and that the report covering a period during part or all of which the employee concerned has been in a non duty status should have embodied in it a statement to the effect that the individual was on leave without pay during a part or all the period covered by that report.

In my opinion the mere fact that the Chief of a Bureau recommends that an individual be granted leave without pay for any purpose whatever, during his probation would indicate that he is or should be willing to recommend his permanent retention in the classified service. If he is not willing to recommend that, I do not see how he

U. S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE APPOINTMENT CLERK
WASHINGTON, D. C.

MEMORANDUM.

can consistently recommend the granting of the leave without pay.

I would respectfully suggest for your consideration, a memorandum issuing from the Secretary's office directing that all reports on the services of probationers be rendered when due, in accordance with memorandum No. 164, regardless of whether or not the individual concerned was in a duty status, but that in cases where the individual is in a non duty status, a statement to that effect be embodied in the report.

Very respectfully,

Appointment Clerk.

I would respectfully refer to the very considerable [illegible] memorandum herein from [illegible]

memorandum No. [illegible], [illegible] whether or not the individual concerned was in a duty status, and if so, whether the individual was in a non duty status, a state to that of [illegible] contained in the [illegible].

DEPARTMENT OF AGRICULTURE
WASHINGTON

August 13, 1918.

MEMORANDUM NO. 249.

Amendment to Form of Contracts: Compliance with Local Law; Employment of Minors; and Employment of Convict Labor.

At the suggestion of the War Labor Policies Board the following clause shall be inserted in all contracts hereafter executed by or on behalf of the Department of Agriculture:

> All work required in carrying out this contract shall be performed in compliance with the laws of the state, territory or District of Columbia where such labor is performed. No minor under the age of 14 years shall be employed in carrying out the terms of this agreement; nor shall any minor between the ages of 14 and 16 years be so employed more than 8 hours in any one day or more than 6 days in any one week, or before 6 A. M. or after 7 P. M.; nor shall any convict labor be employed in carrying out the terms of this agreement, in accordance with executive order signed May 18, 1905: Provided, however, that the President of the United States may, by executive order, modify this provision with respect to the employment of convict labor and provide the terms and conditions upon which such labor may be employed. This provision shall be of the essence of the contract.

Clarence Ousley

Acting Secretary.

Mr. Boyle.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON,

Mr. Boyle
Will you prepare a notification for the Secretary's signature approving the clause suggested by the Solicitor

AUG 3 1918

MEMORANDUM FOR MR. HAMILTON:

Referring to the attached copy of letter from George L. Bell, Executive Secretary of the War Labor Policies Board, recommending the insertion in contracts of a clause, a copy of which is attached, requiring (1) that all work carried on in the contract shall be performed in compliance with the laws of the respective states in which the labor is performed (2) restricting the employment of minors under fifteen years of age, (3) prohibiting the employment of convict labor, you are advised that I know of no legal objection to the adoption of these provisions. I might say, however, that contracts now prepared in this Department include a clause prohibiting the employment of convict labor, in accordance with Executive Order signed May 18, 1905.

Wm. M. Lowman
Solicitor.

Enclosure.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

Mr Wm Forrest

July 16, 1918.

Memorandum for Mr. Harrison.

Dear Mr. Harrison:

Herewith find copy of letter from Mr. Bell, Executive Secretary of the War Labor Policies Board, together with clause covering State Laws and Restrictions relative to labor.

Very truly yours,

G. I. Christie

GIC:KM

Assistant to the Secretary

July 13, 1918.

WAR LABOR POLICIES BOARD

My dear Mr. Christie:

At a meeting of the War Labor Policies Board held on July 12, 1918 the attached clause dealing with the observance of state and local laws was formally approved and adopted. A motion was also passed directing me to call this clause to the attention of the members of the Board with the request that they take steps to see that this clause is immediately included in all contracts hereafter let by their respective departments.

The other proposed clauses have not been formally adopted but this clause was formally adopted and the decision of the Board was that it should be put into effect immediately.

Cordially yours,

George L. Bell

Executive Secretary

LAWS AND RESTRICTIONS RELATIVE TO LABOR: All work required in carrying out this contract shall be performed in all compliance with the laws of the State, Territory or District of Columbia where such labor is performed. The contractor shall not directly or indirectly employ in the performance of this contract any minor under the age of fourteen years, or permit any minor between the age of 14 and 16 years to work more than 8 hours in any one day, more than six days in any one week, or before 6 a.m. or after 7 p.m. Nor shall the contractor directly or indirectly employ any person undergoing sentence of imprisonment at hard labor which may have been imposed by a court of any State, Territory, or municipality, having criminal jurisdiction. Provided, however, that the President of the United States may by executive order, modify this provision with respect to the employment of convict labor and provide the terms and conditions upon which such labor may be employed. This provision shall be of the essence of the contract.

[illegible] All work required in carrying out this contract shall be performed in all compliance with the laws of the United States, territory or district or Colombia where such labor is performed. The contractor shall not directly or indirectly employ in the performance of this contract any minor under the age of fourteen years, or permit any minor between the age of 14 and 16 years to work more than 8 hours in any one day, more than six days in any one week, or before 6 a.m. or after 7 p.m. Nor shall the contractor directly or indirectly employ any person undergoing sentence of imprisonment at hard labor which may have been imposed by a court of any state, territory, or municipality, having criminal jurisdiction. Provided, however, that the President of the United States may, by executive order, modify this provision with respect to the employment of convict labor and prescribe the terms and conditions upon which such labor may be employed. This provision shall be of the essence of the contract.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SOLICITOR
WASHINGTON

Thanks OK

AUG -9 1918

MR. HARRISON:

There is inclosed herewith form of memorandum prepared in this office for the signature of the Secretary, embodying the provisions as to the compliance with local law, employment of minors, and employment of convict labor which the War Labor Policies Board has proposed for inclusion in all agreements hereafter executed by the various departments.

It is suggested that future proposals for bids sent out to prospective contractors include a statement as to the requirements of the provisions contained in the proposed memorandum.

Wm. M. Williams
Solicitor.

Inclosure.

DEPARTMENT OF AGRICULTURE
WASHINGTON

August 16, 1918.

MEMORANDUM NO. 250

SCRIP BOOKS.

On or about August 20, 1918, the United States Railroad Administration will issue $15 and $30 scrip books which will be honored by all railroads under Federal control, may be used by one or more persons, and will be good for one year from date of sale, unused coupons of which will be redeemed if presented to the issuing carrier within six months after date of expiration. The contract in each of the new books will read as follows:

"1. This scrip book, when officially stamped and issued, will be honored by all railroads under Federal control, subject to tariff regulations.

2. The coupons contained herein will be accepted at authorized tariff fares and charges as follows:

(a) For passage on trains, in coach, parlor or sleeping car, to the extent of fares quoted in tariff held by conductor to whom tendered.

To secure benefit of short line fare to points not covered by tariff held by conductor, holder must exchange coupons at ticket office for ticket.

(b) For baggage charges (excess weight, excess size, excess valuation, and transfer) as authorized in baggage tariffs.

3. War tax must not be collected when detachments are made, such tax having been paid when scrip book was sold.

4. If book contains insufficient coupons, the difference will be collected in cash.

5. Coupons will not be accepted unless detached by ticket agent, conductor, baggage agent, or other authorized employee.

6. Coupons not bearing same number as this cover, or detached coupons presented without a cover, will not be honored.

7. This book will be good one year from date of sale as stamped hereon, the date of expiration being indicated by punch marks in margin.

8. Unused coupons attached to cover of same number will be redeemed through the general passenger office if presented to issuing carrier within six months from date of expiration.

9. In selling this book for passage over other lines and in checking baggage hereon, the selling carrier acts only as agent and is not responsible beyond its own line."

At present, however, in view of certain accounting difficulties, official use of these books by employees of the Department of Agriculture shall be restricted and governed by the following principles:

1. In no case is the book to be used for other than <u>strictly official</u> travel, duly authorized.

2. Employees using these books will be held personally accountable for their loss, as the books, being transferable, have a cash value.

3. Whenever practicable, the books shall be obtained by the use of transportation requests. In cases of emergency, however, when transportation requests are not available, the traveler may purchase a book for cash and secure reimbursement therefor on form 4 voucher. Bureaus may also find it convenient at times to purchase these books in quantity for issue, return, and reissue, in connection with occasional travel of various employees, as the books are transferable.

4. The books must not be used on trains in the performance of travel where the through rate is less than 3 cents a mile. As already indicated, the benefit of short line fare to points not covered by tariff held by conductor must be secured by exchanging coupons for appropriate ticket at ticket office before boarding train.

5. Unused portions of these books must not be turned over directly from one traveling employee to another; travelers having no further use for such unused portions must return them to the appropriate bureau accounting office for reissue.

6. As a rule, these books should be used for individual travel only, but there is no objection to their use for party travel where it is definitely known by the holder of the book that the travel of every member of the party is properly chargeable to the same sub-appropriation.

7. These books shall not be used by employees of this Department for baggage charges.

8. In connection with paragraph 2(a) of the contract, it should be noted that while these books are to be used to cover the additional fare imposed upon travelers availing themselves of standard or tourist sleeping-car, or parlor-car, accommodations, they are not available for payment for

parlor-car or sleeping-car space; such accomodations are to be secured by use of a transportation request, or, in emergency cases where a request is not available, through payment therefor in cash. In the latter case, the use of an exemption certificate is also necessary to avoid the payment of war tax.

Acting Secretary.

OFFICE OF
THE SECRETARY OF AGRICULTURE

August 15, 1918.

Dear Mr. Zappone:

Herewith is a redraft of the scrip book memorandum in conformance with the latest information we have regarding the subject. I would suggest that it be considered at once by the Finance Committee and, when in shape, forwarded to the Secretary for signature and issue.

Very truly yours,

Alex. McC. Ashley

Inspector in Charge

(enc.)

a-s

Received on Aug 16th 18.
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UNITED STATES RAILROAD ADMINISTRATION

W. G. McAdoo, Director General

Division of Traffic
Edward Chambers, Director

Interstate Commerce Building

Washington

August 2, 1918.

Mr. E. E. Forbes, Chairman,
Interdepartmental Transportation Committee,
Department of Agriculture,
Washington, D. C.

Dear Sir:

Since addressing you on July 3rd it has been decided to make some changes in the provisions of the $30.00 scrip book. It is now the purpose to collect the war tax at time of sale, the total purchase price, including the war tax being $32.40.

The contract of the book is quoted, in full, below:

"..1. This scrip book, when officially stamped and issued, will be honored by all Railroads under Federal Control, subject to tariff regulations.

2. The coupons contained herein, will be accepted at authorized tariff fares and charges as follows:

(a) For passage on trains, in coach, parlor or sleeping car to the extent of fares quoted in tariff held by conductor to whom tendered.

To secure benefit of short line fare to points not covered by tariff held by conductor, holder must exchange coupons at ticket office for ticket.

(b) For baggage charges (Excess weight, excess size, excess valuation and transfer) As authorized in baggage tariffs.

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6.. Coupons not bearing same number as this cover, or detached coupons presented without a cover, will not be honored.

7.. This book will be good one year from date of sale as stamped hereon, the date of expiration being indicated by punch marks in margin.

8.. Unused coupons attached to cover of same number will be redeemed through the general passenger office if presented to issuing carrier within six months from date of expiration.

9.. In selling this book for passage over other lines, and in checking baggage hereon, the selling carrier acts only as Agent, and is not responsible beyond its own line.."

May we ask that you transmit this revised information to the various Government Departments to which currency was given to the previous advices of July 3rd, as mentioned in your letter of the 12th ultimo.

It is the present expectation that the new book will be on sale about August 20th, although we are not prepared to name the exact date at this writing.

Yours very truly,

(Signed) Gerrit Fort,

Assistant Director.

4.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF INSPECTION

July 22, 1918.

MEMORANDUM FOR MR. A. ZAPPONE.

Dear Mr. Zappone:

Herewith is a final draft of the "Scrip Book" memorandum as determined upon in committee this morning. In this connection, however, I may state that Mr. Forbes visited the Railroad Administration offices this morning to present this draft to them for constructive criticism. He was informed that they were just in receipt of a telegram from the Director General disapproving the issue of the scrip book as they had it in mind. It appears that the Director General does not believe that the book should cover Pullman fares or meals. He is also in favor of two books, one valued at $30 and the other at $15. The Administration people will therefore have to amend their former letter to Mr. Forbes and the other members of the Inter-Departmental Transportation Committee, and state that an amended letter will be sent out within the next couple of days. Until Mr. Forbes receives that letter, there is nothing that we can do except to hold the attached memorandum, which we must ultimately amend to conform to the later scheme which is to be presented.

Very truly yours,

[illegible]

Inspector in Charge.

(Enclosure)

Mr. Forbes

UNITED STATES RAILROAD ADMINISTRATION

W. G. McAdoo, Director General

Division of Traffic
Edward Chambers, Director

Interstate Commerce Building
Washington

August 2, 1918.

Mr. E. E. Forbes, Chairman,
Interdepartmental Transportation Committee,
Department of Agriculture,
Washington, D. C.

Dear Sir:

Since addressing you on July 3rd it has been decided to make some changes in the provisions of the $30.00 scrip book. It is now the purpose to collect the war tax at time of sale, the total purchase price, including the war tax being $32.40.

The contract of the book is quoted, in full, below:

"...1. This scrip book, when officially stamped and issued, will be honored by all Railroads under Federal Control, subject to tariff regulations.

2. The coupons contained herein, will be accepted at authorized tariff fares and charges as follows:

(a) For passage on trains, in coach, parlor or sleeping car to the extent of fares quoted in tariff held by conductor to whom tendered.

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9. In selling this book for passage over other lines, and in checking baggage hereon, the selling carrier acts only as Agent, and is not responsible beyond its own line."

May we ask that you transmit this revised information to the various Government Departments to which currency was given to the previous advices of July 3rd, as mentioned in your letter of the 12th ultimo.

It is the present expectation that the new book will be on sale about August 20th, although we are not prepared to name the exact date at this writing.

Yours very truly,

(Signed) Gerrit Fort,

Assistant Director.

4,

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

August 16, 1918.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

The Advisory Committee on Finance and Business Methods transmits herewith a proposed memorandum of instructions relative to the use of scrip books in traveling on official business. As indicated therein, on or about August 20, 1918, the United States Railroad Administration proposes to issue $15 and $30 scrip books which will be honored by all railroads under Federal control, may be used by one or more persons, and will be good for one year from date of sale. The use of these books is subject to certain conditions enumerated in the proposed memorandum and in view of the fact that they will be available by about August 20, and it is desirable that full instructions concerning them be in the hands of employees of the Department, it is recommended that the memorandum be issued at an early date.

Respectfully,

A. Gappone

Acting Chairman,
Advisory Committee on Finance
and Business Methods.

McG.

DEPARTMENT OF AGRICULTURE
WASHINGTON

August 30, 1918.

MEMORANDUM NO. 251.

Rent profiteering, eviction and dispossession cases in the District of Columbia.

All employees of this Department in the District of Columbia who may be threatened with proceedings affecting the tenure of their residences, whether houses, apartments or rooms, in the form of increase of rent or notice of intention to evict, are advised to communicate at once with Captain Julius I. Peyser, Acting Chief of the Housing and Health Division, War Department, second floor, National Savings & Trust Building, 15th Street and New York Avenue N.W. (telephone Main 2570, branch 1923). Pending Captain Peyser's advice they should make no concessions or admissions of any sort. If summoned to the Municipal Court further notice should be given at once to the Housing and Health Division.

So far as practicable, the Department, through the Office of Inspection and the Office of the Solicitor, will assist employees in the investigation of such cases as may be brought to its attention, with a view to cooperating as effectively as possible with the Housing and Health Division.

D. F. Houston

Secretary.

(Secretary's letter he[redacted]

August 30, 1918.

Memorandum No. ---

Would be fine matter

~~xRentxprfxx~~

Rent profiteering, eviction and dispossession cases in the District of Columbia.

All employees of this Department in the District of Columbia who may be threatened with proceedings affecting the tenure of their residences, whether houses, apartments or rooms, in the form of increase of rent or notice of intention to evict, are advised to communicate at once with Captain Julius I. Peyser, Acting Chief of the Housing and Health Division, War Department, second floor, National Savings & Trust Building, 15th Street and New York Avenue N.W. (telephone Main 2570, branch 1923.) Pending Captain Peyser's advice they should make no concessions or admissions of any sort. If summoned to the Municipal Court further notice should be given at once to the Housing and Health Division.

So far as practicable, the Department, through the Office of Inspection, and the office of the Solicitor, will assist employees in the investigation of such cases as may be brought to its attention, with a view to cooperating as effectively as possible with the Housing and Health Division.

Secretary.

OFFICE OF
THE SECRETARY OF AGRICULTURE

July 25, 1918.

Dear Mr. Harrison:

I can see no reason whatever for having initial or intermediate reports made on probationers under the circumstances indicated in your letter. It might be well, however, for us to require the submission of the final report for the reason that that report must contain a recommendation as to whether or not, in the opinion of the reporting officer, the employee is worthy of absolute appointment. I think we ought to have that much of a statement on file before an appointment is permitted to become absolute.

Very truly yours,

Inspector.

(enc.)

a-s

(Copy)

LABOR DEPARTMENT

WASHINGTON, D.C.

July 1, 1918.

FROM: Secretary of Labor,

TO: All Divisions,

SUBJECT: Rent profiteering, eviction and dispossession cases in the District of Columbia.

All employees of this Department who may be threatened in the present tenure of their residences, whether houses, apartments or rooms and whether by increase of rent or notice of intention to evict, are advised to at once communicate with Captain Julius I. Peyser, Acting Chief, Housing and Health Division, War Department, second floor, National Savings and Trust Building, 15th Street and New York Avenue, (Telephone, Main 2570, Branch [illegible]). Pending his advice, they should make no concessions or admissions of any sort. If summoned to the Municipal Court further notice should at once be given the Housing and Health Division. The Department of Labor will assign an investigator to secure information on Labor Department cases and report findings to Captain Peyser.

William B. Wilson,

Secretary of Labor.

1923

Mr Reece
Captain Peyser suggests that we issue something like this. Shall we prepare a draft for the Secy's signature. Or designate someone to secure the facts in each case. If

DEPARTMENT OF AGRICULTURE
WASHINGTON

October 1, 1918.

MEMORANDUM NO. 252.

Regarding reimbursement on a mileage basis for use of personally-owned automobiles and motorcycles.

The attention of officers and employees of the Department is invited to the following provision of law contained in the Act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1919:

> "Whenever, during the fiscal year ending June thirtieth, nineteen hundred and nineteen, the Secretary of Agriculture shall find that the expense of travel can be reduced thereby, he may, in lieu of actual traveling expenses, under such regulations as he may prescribe, authorize the payment of not to exceed 2 cents per mile for a motorcycle or 6 cents per mile for an automobile, used for necessary travel on official business: Provided, That there shall be no payment of mileage for the use or travel of motorcycle or automobile furnished or owned by or maintained by the Government of the United States."

Pursuant to the authority thereby vested in the Secretary of Agriculture, the following regulation covering reimbursement on a mileage basis for the use of personally-owned automobiles and motorcycles on official business is hereby promulgated, and all existing regulations in conflict therewith are amended accordingly:

> Whenever it is found that the expense of official travel will be reduced thereby, employees of the Department, with the approval of the Chief of their

> respective bureaus, may, in lieu of actual traveling expenses, be reimbursed for the use, in the official business of the bureau, of their own motorcycles and automobiles at a rate not exceeding 2 cents per mile for a motorcycle and 6 cents per mile for an automobile. Such rates within the aforesaid maximum rates must be fixed in advance of official travel and may be fixed to cover such use of the vehicle for such periods during the fiscal year 1919 as will be required, subject to cancellation at any time by the Department. Nothing in this regulation shall prevent the hiring of motorcycles or automobiles for single trips at prevailing rates.

Reimbursement accounts which include mileage charges for the use of personally-owned vehicles must be accompanied by a statement prepared in duplicate setting forth: (a) the date of travel; (b) the points between which performed; (c) the actual number of miles traveled; (d) the rate per mile and total charge; and (e) the hour of departure from and arrival at official station. Such statement must also be supported by a certificate clearly indicating that the travel was officially necessary, that the distances charged for are, to the best of the employee's knowledge and belief, correct, and that no public or regular means of transportation was available, or that such public or regular means of transportation could not be used as advantageously in the interest of the Government. The necessary forms for reporting this information may be had upon application to the Office of the Secretary.

D. F. Houston

Secretary.

United States Department of Agriculture,
Bureau of Crop Estimates,

OFFICE OF
CHIEF OF BUREAU.

Washington, June 29, 1918.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

Draft of mileage regulation amended by substituting the paragraph suggested by the Solicitor for the language proprosed by the Committee.

The first paragraph of the regulation as formed by the Solicitor relates to the hiring of personally-owned automobiles and motor-cycles from employees on official business. The last sentence simply means that in addition to reimbursing employees for the use on official business of their personally-owned automobiles and motor-cycles, outside automobiles and motor-cycles may be hired for single trips at whatever may be the prevailing rates.

Very truly yours,

Leon M. Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

OFFICE OF THE SECRETARY OF AGRICULTURE

[illegible]

[illegible]

[illegible] hole.

[illegible] the [illegible]

[illegible] is [illegible],

[illegible] we ought

[illegible] this [illegible]

[illegible] we [illegible] the

[illegible] Estabrooks.

[illegible] the

[illegible] sentence [illegible].

[illegible] that

[illegible] [illegible]

[illegible] [illegible]

[illegible] [illegible] comfortable

[illegible] that

[illegible] [illegible]

[illegible]

[illegible] Estabrook

Mr Harrison:

The Solicitor has initialed on the sheet next attached language which he is of the opinion should be inserted in the proposed memorandum in lieu of the language contained in the last five lines of the first page and the ~~[illegible]~~ first six and one half lines of the second page

C.H.H.

Form D

Whenever it is found that the expense of official travel will be reduced thereby, employees of the Department, with the approval of the Chief of their respective bureaus, may, in lieu of actual traveling expenses, be reimbursed for the use, in the official business of the bureau, of their own motorcycles and automobiles at a rate not exceeding 2 cents per mile for a motorcycle and 6 cents per mile for an automobile. Such rates within the aforesaid maximum rates must be fixed in advance of official travel and may be fixed to cover such use of the vehicle for such periods during the fiscal year 1919 as will be required, subject to cancellation at any time by the Department. Nothing in this regulation shall prevent the hiring of motorcycles or automobiles for single trips at prevailing rates.

OFFICE OF
CHIEF OF BUREAU.

United States Department of Agriculture,
Bureau of Crop Estimates,
WASHINGTON, D. C. June 25, 1918.

MEMORANDUM FOR THE SECRETARY.

Dear Mr. Secretary:

Referring to the memorandum of Mr. Harrison of April 22, relative to the preparation of suitable regulations covering payment on a mileage basis for the use of personally-owned automobiles and motorcycles on official business, as provided in the Act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1919, the Advisory Committee on Finance and Business Methods transmits herewith a proposed memorandum "Regarding reimbursement on a mileage basis for use of personally-owned automobiles and motorcycles," containing regulations which it is believed meet the provisions of the Act, together with a proposed form for reporting the mileage of such personally-owned vehicles when used on official business. The form is to accompany vouchers containing claims for reimbursement on a mileage basis. It is recommended that the memorandum be promulgated at an early date.

Respectfully,

L. [illegible]

Chairman,
Advisory Committee on Finance
and Business Methods.

DEPARTMENT OF AGRICULTURE
WASHINGTON

June , 1918.

MEMORANDUM NO. .

Regarding reimbursement on a mileage basis for use of personally-owned automobiles and motorcycles.

The attention of officers and employees of the Department is invited to the following provision of law contained in the Act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1919:

> "Whenever, during the fiscal year ending June thirtieth, nineteen hundred and nineteen, the Secretary of Agriculture shall find that the expense of travel can be reduced thereby, he may, in lieu of actual traveling expenses, under such regulations as he may prescribe, authorize the payment of not to exceed 2 cents per mile for a motorcycle or 6 cents per mile for an automobile, used for necessary travel on official business: Provided, That there shall be no payment of mileage for the use or travel of motorcycle or automobile furnished or owned by or maintained by the Government of the United States."

Pursuant to the authority thereby vested in the Secretary of Agriculture, the following regulation governing reimbursement on a mileage basis for the use of personally-owned automobiles and motorcycles on official business is hereby promulgated, and all existing regulations in conflict therewith are amended accordingly:

> Administrative officers of the various bureaus of the department are authorized to enter into agreements to rent, for specified periods, for any official work that may be required in their respective bureaus, motor-propelled vehicles, including those that may be owned by other officers and employees, and

agree to pay a rental for the distance a machine may be used on official business at a rate fixed in the agreement, not exceeding 2 cents per mile for a motorcycle or 6 cents per mile for an automobile. Such agreement must be made in advance and may be made to cover such use as will be required of the vehicle during the fiscal year 1919, subject to cancellation at any time at the option of the Government. Nothing in this regulation shall prevent the hiring of motor-propelled vehicles for single trips at prevailing rates.

Reimbursement accounts which include mileage charges for the use of personally-owned vehicles must be accompanied by a statement prepared in duplicate setting forth: (a) the date of travel; (b) the points between which performed; (c) the actual number of miles traveled; (d) the rate per mile and total charge; and (e) the hour of departure from and arrival at official station. Such statement must also be supported by a certificate clearly indicating that the travel was officially necessary, that the distances charged for are, to the best of the employee's knowledge and belief, correct, and that no public or regular means of transportation was available, or that such public or regular means of transportation could not be used as advantageously in the interest of the Government. The necessary forms for reporting this information may be had upon application to the Office of the Secretary.

Secretary.

June , 1918.

MEMORANDUM NO. .

Regarding reimbursement on a mileage basis for use of personally-owned automobiles and motorcycles.

The attention of officers and employees of the Department is invited to the following provision of law contained in the Act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1919:

> "Whenever, during the fiscal year ending June thirtieth, nineteen hundred and nineteen, the Secretary of Agriculture shall find that the expense of travel can be reduced thereby, he may, in lieu of actual traveling expenses, under such regulations as he may prescribe, authorize the payment of not to exceed 2 cents per mile for a motorcycle or 6 cents per mile for an automobile, used for necessary travel on official business: Provided, That there shall be no payment of mileage for the use or travel of motorcycle or automobile furnished or owned by or maintained by the Government of the United States."

Pursuant to the authority thereby vested in the Secretary of Agriculture, the following regulation governing reimbursement on a mileage basis for the use of personally-owned automobiles and motorcycles on official business is hereby promulgated, and all existing regulations in conflict therewith are amended accordingly:

> Administrative officers of the various bureaus of the department are authorized to enter into agreements to rent, for specified periods, for any official work that may be required in their respective bureaus, motor-propelled vehicles, including those that may be owned by other officers and employees, and

June , 1970.

Resolution No.

Resolution recommended to a village board in the use of personnel-based automobiles and motorcycles.

The members of officers and employees of the Department is limited to the minimum number of the necessary in the job making appropriations for the Department of Activities for the fiscal year ending June 30, 1970:

"However, during the fiscal year ending June thirty-, directors involved and objection, the Department of Activities shall file into the amount of funds are to be reduced thereby, be and, in lieu of reduced travelling expenses, make such reduction in its job priorities, notwithstanding the payment of not to exceed 8-cents per mile for a motorcycle or 6 cents per mile for an automobile, and for necessary travel on official business. Provided, that there shall be payment of actual for use of funds of motorcycle or automobile furnished by annual by or maintained by the Department of the United States."

Pursuant to the unanimously thereby voted in the "Services of Activities, the following regulation governing reimbursement on a mileage basis for the use of personnel-owned automobiles and motorcycles on official business is hereby promulgated, and all existing regulations in conflict therewith are accordingly rescinded:

Administrative officers of the various sections of the Department, are authorized to make such expenses, for qualified persons, for the efficient operation that by reason of their duties that may be used by other officers and employees, and

agree to pay a rental for the distance a machine may be used on official business at a rate fixed in the agreement, not exceeding 2 cents per mile for a motorcycle or 6 cents per mile for an automobile. Such agreement must be made in advance and may be made to cover such use as will be required of the vehicle during the fiscal year 1919, subject to cancellation at any time at the option of the Government. Nothing in this regulation shall prevent the hiring of motor-propelled vehicles for single trips at prevailing rates.

Reimbursement accounts which include mileage charges for the use of personally-owned vehicles must be accompanied by a statement prepared in duplicate setting forth: (a) the date of travel; (b) the points between which performed; (c) the actual number of miles traveled; (d) the rate per mile and total charge; and (e) the hour of departure from and arrival at official station. Such statement must also be supported by a certificate clearly indicating that the travel was officially necessary, that the distances charged for are, to the best of the employee's knowledge and belief, correct, and that no public or regular means of transportation was available, or that such public or regular means of transportation could not be used as advantageously in the interest of the Government. The necessary forms for reporting this information may be had upon application to the Office of the Secretary.

Secretary.

[illegible] to pay a penalty for the distance a vehicle may be used in artificial business on a road fixed in the agreement, all amounting to 2 cents per mile for a maximum of 5 cents per mile for an automobile. Such agreement must be made in advance and may be made to cover such use as will be required at the vehicle during the fiscal year 1941, subject to modification at any time at the option of the Commission. Included in this regulation shall prevent the sighting of water-spreading vehicles for purpose of providing cover.

Subcontract agreements which induce citizens concerning the use of personally-owned vehicles may be terminated by a co-tenant [illegible] in designate matters. In the event of transit, (a) the period between which [illegible] (b) the actual money of either [illegible] (c) the [illegible] and usual [illegible] and (d) the [illegible] of [illegible] [illegible] as official stations. Some [illegible] must also be supported by a certificate signed [illegible] the [illegible] [illegible] [illegible], but the [illegible] [illegible] for [illegible], in [illegible] of the employee's [illegible] and [illegible], [illegible], and that no [illegible] or [illegible] [illegible] transportation are available, or that such [illegible] or [illegible] [illegible] transportation could not be used [illegible] in the interest of the Government. The [illegible] from the [illegible] [illegible] may be used upon application to the [illegible] of the [illegible].

June , 1918.

MEMORANDUM NO. .

Regarding reimbursement on a mileage basis for use of personally-owned automobiles and motorcycles.

The attention of officers and employees of the Department is invited to the following provision of law contained in the Act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1919:

> "Whenever, during the fiscal year ending June thirtieth, nineteen hundred and nineteen, the Secretary of Agriculture shall find that the expense of travel can be reduced thereby, he may, in lieu of actual traveling expenses, under such regulations as he may prescribe, authorize the payment of not to exceed 2 cents per mile for a motorcycle or 6 cents per mile for an automobile, used for necessary travel on official business: Provided, That there shall be no payment of mileage for the use or travel of motorcycle or automobile furnished or owned by or maintained by the Government of the United States."

Pursuant to the authority thereby vested in the Secretary of Agriculture, the following regulation governing reimbursement on a mileage basis for the use of personally-owned automobiles and motorcycles on official business is hereby promulgated, and all existing regulations in conflict therewith are amended accordingly:

> Administrative officers of the various bureaus of the department are authorized to enter into agreements to rent, for specified periods, for any official work that may be required in their respective bureaus, motor-propelled vehicles, including those that may be owned by other officers and employees, and

agree to pay a rental for the distance a machine may be used on official business at a rate fixed in the agreement, not exceeding 2 cents per mile for a motorcycle or 6 cents per mile for an automobile. Such agreement must be made in advance and may be made to cover such use as will be required of the vehicle during the fiscal year 1919, subject to cancellation at any time at the option of the Government. Nothing in this regulation shall prevent the hiring of motor-propelled vehicles for single trips at prevailing rates.

Reimbursement accounts which include mileage charges for the use of personally-owned vehicles must be accompanied by a statement prepared in duplicate setting forth: (a) the date of travel; (b) the points between which performed; (c) the actual number of miles traveled; (d) the rate per mile and total charge; and (e) the hour of departure from and arrival at official station. Such statement must also be supported by a certificate clearly indicating that the travel was officially necessary, that the distances charged for are, to the best of the employee's knowledge and belief, correct, and that no public or regular means of transportation was available, or that such public or regular means of transportation could not be used as advantageously in the interest of the Government. The necessary forms for reporting this information may be had upon application to the Office of the Secretary.

Secretary.

(Prepare and sub/c in duplicate)

UNITED STATES DEPARTMENT OF AGRICULTURE

....
(Bureau) (Division)

STATEMENT OF TRAVEL accomplished with..... owned by
(Automobile or motorcycle)
.....and operated under the provisions of
(Name of owner)
Letter of Authorization No.....( ), dated .....

PERIOD from ..... to.....

Date 191 .	Between what Points. From-	Between what Points. To-	Actual miles traveled.	Rate per mile	Total Charge.		Official Station. Hour of departure. from-		Official Station. Hour of arrival at-	
				Cents.	Dols.	Cts.	A.M.	P.M	A.M.	P.M.
TOTALS			.....	....	....	...				

I HEREBY CERTIFY that the travel indicated above was officially necessary; that the distances charged for are to the best of my knowledge and belief correct; and that no public or regular means of transportation was available, or that such public or regular means of transportation could not be used as advantageously in the interest of the Government.

(Sign here) .....

DEPARTMENT OF AGRICULTURE.

Office of the Secretary.

Washington

June , 1918.

MEMORANDUM NO. .

Regarding reimbursement on a mileage basis for use of personally-owned automobiles and motorcycles.

The attention of officers and employees of the Department is invited to the following provision of law contained in the Act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1919:

> "Whenever, during the fiscal year ending June thirtieth, nineteen hundred and nineteen, the Secretary of Agriculture shall find that the expense of travel can be reduced thereby, he may, in lieu of actual traveling expenses, under such regulations as he may prescribe, authorize the payment of not to exceed 2 cents per mile for a motorcycle or 6 cents per mile for an automobile, used for necessary travel on official business: Provided, That there shall be no payment of mileage for the use or travel of motorcycle or automobile furnished or owned by or maintained by the Government of the United States."

Pursuant to the authority thereby vested in the Secretary of Agriculture, the following regulation governing reimbursement on a mileage basis for the use of personally-owned automobiles and motorcycles on official business is hereby promulgated, and all existing regulations in conflict therewith are amended accordingly:

> Administrative officers of the various bureaus of the department are authorized to enter into agreements to rent, for specified periods, for any official work that may be required in their respective bureaus, motor-propelled vehicles, including those that may be owned by other officers and employees, and agree to pay a rental for the distance a machine may be used on official business at a rate fixed in the agreement, not exceeding 2 cents per mile for a motorcycle or 6 cents per mile for an automobile. Such agreement must be made in advance and may

DEPARTMENT OF AGRICULTURE.

Office of the Secretary.

June , 1919.

Regulations for the use of Department personally-owned automobiles and motorcycles.

The statutes of Alabama and Georgia [illegible] as applied to the following provisions [illegible] regulations for the Department of Agriculture for the fiscal year ending June 30, 1919:

[illegible] during the fiscal year ending June 30, 1919, [illegible] the Secretary of Agriculture shall find that the expense of travel can be reduced thereby, he may, in lieu of actual travelling expenses, allow mileage [illegible] as he may prescribe, including the payment of not to exceed 3 cents per mile for a motorcycle or 8 cents per mile for an automobile, and for necessary travel on official business: Provided, that no mileage shall be paid or allowed for the use or travel of motorcycles or automobiles furnished or leased or maintained by the Government of the United States.

Pursuant to the liability thereby created in the Department of Agriculture, the following regulations governing reimbursement on a mileage basis for the use of personally-owned automobiles and motorcycles on official business in certain principalities, and all existing regulations in conflict therewith are amended accordingly:

Administrative officers of the various bureaus of the Department are authorized to enter into agreements to rent, for specified periods, [illegible] [illegible] such respective bureaus, motor-propelled vehicles, including [illegible] may be owned by other officers and employees, and [illegible] actual business at a rate fixed in the agreement, not exceeding [illegible] mileage, [illegible]

be made to cover such use as will be required of the vehicle during the fiscal year, 1919, subject to cancellation at any time at the option of the Government. Nothing in this regulation shall prevent the hiring of motor-propelled vehicles for single trips at prevailing rates.

Reimbursement accounts which include mileage charges for the use of personally-owned vehicles must be accompanied by a statement prepared in duplicate setting forth: (a) the date of travel; (b) the points between which performed; (c) the actual number of miles traveled; (d) the rate per mile and total charge; and (e) the hour of departure from and arrival at official station. Such statement must also be supported by a certificate clearly indicating that the travel was officially necessary, that the distances charged for are, to the best of the employee's knowledge and belief, correct, and that no public or regular means of transportation was available, or that such public or regular means of transportation could not be used as advantageously in the interest of the Government. The necessary forms for reporting this information may be had upon application to the Office of the Secretary.

Secretary.

(Prepare and submit in duplicate)

UNITED STATES DEPARTMENT OF AGRICULTURE

....
(Bureau) (Division)

STATEMENT OF TRAVEL accomplished with..... owned by
(Automobile or motorcycle)
.....and operated under the provisions of
(Name of owner)
Letter of Authorization No.....( ), dated .....

PERIOD from ..... to.....

Date 191 .	Between what Points. From-	Between what Points. To-	Actual miles traveled.	Rate per mile	Total Charge.		Official Station. Hour of departure. from-		Official Station. Hour of arrival at-	
				Cents.	Dols.	Cts.	A.M.	P.M	A.M.	P.M.
TOTALS										

I HEREBY CERTIFY that the travel indicated above was officially necessary; that the distances charged for are to the best of my knowledge and belief correct; and that no public or regular means of transportation was available, or that such public or regular means of transportation could not be used as advantageously in the interest of the Government.

(Sign here) .....

DEPARTMENT OF AGRICULTURE.

Office of the Secretary.

Washington

June , 1918.

MEMORANDUM NO. .

Regarding reimbursement on a mileage basis for the use of automobiles and motorcycles, other than those owned by the Government.

The attention of officers and employees of the department is invited to the following provision of law contained in the Act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1919:

> "Whenever, during the fiscal year ending June thirtieth, nineteen hundred and nineteen, the Secretary of Agriculture shall find that the expense of travel can be reduced thereby, he may, in lieu of actual traveling expenses, under such regulations as he may prescribe, authorize the payment of not to exceed 2 cents per mile for a motorcycle or 6 cents per mile for an automobile, used for necessary travel on official business: Provided, That there shall be no payment of mileage for the use or travel of motorcycle or automobile furnished or owned by or maintained by the Government of the United States."

Pursuant to the authority thereby vested in the Secretary of Agriculture, the following regulation governing reimbursement on a mileage basis for the use of automobiles and motorcycles on official business, other than those owned by the Government, is hereby promulgated, and all existing regulations in conflict therewith are amended accordingly:

> Administrative officers of the various bureaus of the department are authorized to enter into agreements to rent, for specified periods, for any official work that may be required in their respective bureaus, motor-propelled vehicles, including those that may be owned by other officers and employees, and agree to pay a rental for the distance a machine may be used on official business at a rate fixed in the agreement, not exceeding 2 cents per mile for a motorcycle or 6 cents per mile for

an automobile. Such agreement must be made in advance and may be made to cover such use as will be required of the vehicle during the fiscal year, subject to cancellation at any time at the option of the Government. Nothing in this regulation shall prevent the hiring of motor-propelled vehicles for single trips at prevailing rates.

Reimbursement accounts which include mileage charges for the use of automobiles and motorcycles must be supported by a certificate (as per sample form attached) clearly setting forth: (1) date of travel; (2) between what points performed; (3) actual miles traveled; (4) rate per mile and total charge; and (5) hour of departure from and arrival at official station.

Secretary.

.....(Bureau)..... .....(Division or Office).....

DIRECTIONS FOR REPORTING USE OF PERSONALLY OWNED OR GRATUITOUSLY FURNISHED AUTOMOBILE OR MOTOR-CYCLE

READ CAREFULLY.- A close conformance to these instructions will save suspensions from your account and materially expedite its payment.

1 - Prepare this Report in duplicate and attach it to your Form 4 voucher.

2 - Show each trip separately, using as many lines as may be necessary. If more than one page is required carry the totals forward from page to page and sign the Certificate on the last page used.

3 - Show the hour of departure from and return to your Official Station for each trip made. This information is essential to the audit of your reimbursement claim and unless furnished, charges for the first meal taken after departure from and the last meal taken before arrival at Official Station will be suspended pending receipt of the required information.

4 - Total the "Actual miles traveled" and "Charge" colums, and enter the total of the latter as the last item in your Form 4 voucher.

5 - Do not fail to sign the CERTIFICATE at the bottom - if submitted without your signature the claim will be suspended and the form returned for completion.

6 - Be sure to get subvouchers (Form 4b) for storage charges, if such are necessary, when away from your Official Station.

POINTS WORTH REMEMBERING.

1 - Do not incur any expense not specifically mentioned in your Letter of Authorization.

2 - Reimbursement cannot be allowed for cost of repairs, replacements, deterioration or storage charges at your Official Station.

3 - Do not pay a fellow employee for the use of his vehicle if such employee is provided with a Letter of Authorization from the Department providing for reimbursement of commutated cost of operation of his machine. If it is officially necessary to hire a vehicle from a fellow employee not provided with the above mentioned authority, the legal rate per mile may be paid, the travel reported on Form ...., a receipt (Form 4b) taken, and the expenditure claimed in your reimbursement account, supported by a full statement of the facts

~~Form No.~~ (Prepare and submit in duplicate)

UNITED STATES DEPARTMENT OF AGRICULTURE

....
(Bureau) (Division)

STATEMENT OF TRAVEL accomplished with ..... owned by
(Automobile or motor-cycle)
..... and operated under the provisions of
(Name of owner)
Letter of Authorization No.....( ), dated .....

PERIOD from ..... to .....

Date 191 .	Between what Points. From-	To-	Actual miles traveled	Rate per mile	Total Charge.		Official Station. Hour of departure from-		Hour of arrival at-	
				Cents	Dols.	Cts.	A.M.	P.M.	A.M.	P.M.
		TOTALS								

I HEREBY CERTIFY that the travel indicated above was officially necessary; that the distances charged for are to the best of my knowledge and belief correct; and that no public or regular means of transportation was available, or that such public or regular means of transportation could not be used as advantageously in the interest of the Government.

(Sign here) .....

(THE INSTRUCTIONS ON THE OTHER SIDE SHOULD BE CAREFULLY FOLLOWED)

Form No. 15-A (PREPARE AND SUBMIT IN DUPLICATE)

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU ACCOUNTING OFFICE. STATES RELATIONS SERVICE.

STATEMENT OF TRAVEL PERFORMED BY ....
on official business of the U. S. Department of Agriculture during the month of
.... 191 .

DATE	TRIPS		MILES	OPERATING EXPENSES			AMOUNT CLAIMED.	
191 .	FROM	TO		GAS	OIL	STORAGE		
				Gals.	Qts.	Nights	Dollars	Cts.
	TOTALS							

I hereby certify that the amount of gasoline and oil charged for herein was determined by actual measurement of the tank at the beginning and end of each trip, plus quantity purchased en route, and that the distances traveled are to the best of my knowledge and belief correctly stated.

(Signed) ....

(O V E

BUREAU ACCOUNTING OFFICE STATES RELATIONS SERVICE

INSTRUCTIONS FOR REPORTING EXPENSE OF OPERATING PERSONALLY OWNED AUTOMOBILE

READ CAREFULLY.- A close conformance to these instructions will save suspensions from your account and materially expedite its payment.

1 - Prepare this Report in duplicate and attach it to your Form 4 Voucher.

2 - Total the last column and enter the amount as the last item of your account.

3 - Do not fail to sign the CERTIFICATE at the bottom - if it does not set forth the true facts the wording should be changed to represent actual conditions.

4 - Show each trip separately with cost of gas, oil, or storage, using 3 lines if necessary. If more than one page is required carry totals forward and sign CERTIFICATE on the last page used.

5 - Be sure to get Subvouchers (Form 4b) for all gasoline and oil purchased after initial measurement is made.

POINTS WORTH REMEMBERING.

1 - Do not incur any expense not specifically mentioned in your Letter of Authorization.

2 - A flat rate per mile cannot be allowed for use of personally owned automobile.

3 - Reimbursement cannot be allowed for repairs, replacements, or deterioration.

4 - Reimbursement will be made for cost of gasoline, oil, and carbide used in operation, if your Letter of Authorization provides for same.

5 - Joint Expenditures - An employee who is accompanied on a trip by another person who shares with him hotel, transportation, or other service, is entitled to but one-half; if by two other persons, to one-third; by three other persons, to one-fourth; and so on proportionately, of the total charge for the service, and claim for reimbursement should be made accordingly. Show the TOTAL CHARGE and your proportion.

6 - Prepare your Form 4 Voucher promptly at the end of each month and include all items of expense incurred during the period.

7 - Show the hour of departure from and arrival at your Official Station and ultimate destination.

8 - If meals, lodging, transportation, or any service, is furnished without charge, show the items in chronological order with the notation "No Charge." In other words - Make your account a complete history of the period involved.

9 - If in doubt as to the application of a Fiscal Regulation or method of accounting for expenses, address the undersigned. It is one of our functions to assist you in every way possible.

(Signed) F. E. Singleton
Chief Accountant,
States Relations Service.

DIRECTIONS FOR REPORTING PURCHASE AND USE OF MILEAGE AND SCRIP BOOKS.

1. The *purchase* of mileage or scrip books should invariably be made with transportation requests and must be reported on Form No. 16; on the first page of Form No. 8; and on the back of Form 4 Voucher in the same manner as other transportation. *The report (Form 16)* should be mailed to the Bureau Accounting Office, States Relations Service, together with the coupon of the transportation request, *immediately the purchase is made.*

2. When mileage or scrip is used, a Form 15 report (*in duplicate*) must accompany the Reimbursement Account (Form 4). *A separate report is required for each book used.*

3. The Form 15 report should *show inclusive numbers* of the coupons used, as per sample below. *The actual miles traveled, as well as the amount of mileage detached,* should be indicated in the proper columns. *The value of scrip coupons detached should be shown,* and particular care must be observed to *see that correct fares are reported.*

Fiscal Regulation No. 85 provides that "Mileage or Scrip Books purchased * * * will be *charged to the employee* making the purchase, *who will be held strictly accountable for* their proper use and *the correctness of the number of coupons detached.*

4. When there are insufficient coupons in a book to cover a specific trip, and portions of two books are used, the fact should be stated on the Form 15 report for each book, with the notation "Part of trip. Remainder on Book No. _____."

5. *In determining the amount to be shown* in column headed "Mileage coupons detached," subtract the number of the first coupon from the number of the last one pulled, *and add 1 to the result. The same method* obtains in calculating the amount to be shown in column headed "Scrip coupons detached," *except* when the value of each scrip coupon is 5 cents. *In such cases add 5 to the difference instead of 1.*

6. *The columns* indicated as (A) and (B), or (C), should invariably be totaled. Columns (A) and (B) are to be used in reporting Mileage used; column (C) in reporting value of Scrip detached.

7. The total of the column headed "Mileage coupons detached," plus total coupons previously reported, should agree with the number of the last coupon pulled.

8. *The refund application blank* (if any) in mileage or scrip books must be indorsed payable to "Disbursing Clerk, Department of Agriculture," and *forwarded to the Bureau Accounting Office, States Relations Service,* Washington, D. C., for collection of refund.

9. *Covers of all books* of which surrender is not demanded by Railroad Company should be transmitted to the Bureau Accounting Office, States Relations Service, as soon as emptied.

STATEMENT of MILEAGE (Mileage or scrip.) *detached from Book No.* 11325,

Form Z, *purchased in the name of* JOHN DOE

and used by HIM *during the month of* APRIL, *1915.*

Date.	Between what Stations. From—	Between what Stations. To—	Name of Railroad.	Coupon Numbers. From—	Coupon Numbers. To—	(A) Mileage Coupons Detached.	(B) Actual Miles Traveled.	(C) Scrip Coupons Detached. Dollars.	(C) Scrip Coupons Detached. Cts.
April 2	Tallahassee, Fla.	Jacksonville, Fla.	S. A. L.	708	873	166	166		
" 3	Jacksonville, Fla.	Gainesville, Fla.	A. C. L.	874	943	70	70		
" 10	Sampson City, Fla.	Valdosta, Ga.	G. S. & F.	944	1000	*57	57		
					Total	293	293		

8—2396 * Part of trip. Remainder on Book No. 17182-Z. (OVER)

Form No. 15.

UNITED STATES DEPARTMENT OF AGRICULTURE,

STATES RELATIONS SERVICE.

BUREAU ACCOUNTING OFFICE.

STATEMENT of ______________________ (Mileage or scrip.) *detached from Book No.* ____________

Form ____________, *purchased in the name of* ______________________________

and used by ______________________ *during the month of* ______________, *191*

Date.	Between what Stations.		Name of Railroad.	Coupon Numbers.		(A) Mileage Coupons Detached.	(B) Actual Miles Traveled.	(C) Scrip Coupons Detached.	
	From—	To—		From—	To—			*Dollars.*	*Cts.*
					Total				

8—2396

(THE INSTRUCTIONS ON THE OTHER SIDE SHOULD BE CAREFULLY FOLLOWED.)

[OVER.]

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

m-

April 22, 1918.

Dear Mr. Estabrook:

As you know, the conference report on the agricultural appropriation bill for the fiscal year 1919, with the exception of amendment No. 44, has been agreed to by both houses of Congress. May I not, in this connection, call your attention to the following provision:

> "Whenever, during the fiscal year ending June thirtieth, nineteen hundred and nineteen, the Secretary of Agriculture shall find that the expenses of travel can be reduced thereby, he may, in lieu of actual traveling expenses, under such regulations as he may prescribe, authorize the payment of not to exceed 2 cents per mile for a motorcycle or 6 cents per mile for an automobile, used for necessary travel on official business: Provided, That there shall be no payment of mileage for the use or travel of motorcycle or automobile furnished or owned by or maintained by the Government of the United States."

The Secretary would like to have the Committee on Finance and Business Methods give this matter careful consideration, and prepare and submit to him, at the earliest possible moment, appropriate regulations. Perhaps it will be necessary for the committee to consult with the officers of the various bureaus, divisions, and offices of the Department. As you know, the provision as originally suggested was limited entirely to the Forest Service, but at the request of the Sec-

April 21, 1941.

retary, it has been made applicable to the entire Department.

Assistant to the Secretary.

Department of Agriculture

Washington

NATIONAL FOREST REGULATION

By virtue of the authority vested in the Secretary of Agriculture by Act of Congress of February 1, 1905 (33 Stat. 628), amendatory of the Act of Congress of June 4, 1897 (30 Stat. 11), I, D. F. Houston, Secretary of Agriculture, do make and publish the following regulation for the rental of motor-propelled vehicles for use on official business.

> REG. 4-A. The district foresters are authorized to enter into agreements to rent, for periods specified therein, for any official work that may be required in the Forest Service, motor-propelled vehicles including those that may be owned by other Forest officers or employees, and to agree to pay a rental for the distance a machine may be used on official business at a rate fixed in the agreement, not exceeding two cents a mile for a motorcycle or six cents a mile for an automobile. Such agreements must be made in advance and may be made to cover such use as may be required of the vehicle during the fiscal year, subject to cancellation at any time at the option of the Government. Nothing in this regulation shall prevent the hiring of motor-propelled vehicles for single trips at prevailing rates.

Done at Washington, D. C., this 30th day of April, 1917.

(Signed) D. F. Houston.

Secretary.

U. S. DEPARTMENT OF AGRICULTURE,
BUREAU OF CROP ESTIMATES,
WASHINGTON, D. C.

6-18-18

Dear Mr Lappone.
Has Sub Comm considered this? Kruegar is away & I do not recall seeing Mr. Harrison's memo. of apl 22.

LMC

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

June 17, 1918.

[illegible] W. M. ESTABROOK.

Dear Mr. Estabrook:

Please note the attached copy of memorandum which I addressed to you under date of April 22.

Will you please let me know whether this matter is in shape so that you are able to make any report on it?

Assistant to the Secretary.

Enc.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

October 1, 1918.

MEMORANDUM NO. 253.

Regarding Committees on Clerical Efficiency.

In accordance with Memorandum No. 125, dated March 18, 1915, the personnel of the Committees on Clerical Efficiency of the various Bureaus, independent divisions, offices and boards is hereby changed as indicated:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman.
C. C. Wilson
A. McC. Ashley (Vice J.R. Williams)

OFFICE OF THE SOLICITOR

R. W. Williams, Chairman.
Edmund B. Quiggle
Fred Lees. (Vice Otis H. Gates)

OFFICE OF FARM MANAGEMENT

Lisle Morrison, Chairman.
H. A. Miller
Thomas H. Summers (Vice Dr. E.A. Goldenweiser)

DIV. OF ACCTS. & DISBURSEMENTS

W. J. Nevius, Chairman.
J. M. Kemper, Jr. (Vice W. R. Fuchs)

WEATHER BUREAU

E. B. Calvert, Chairman.
Henry E. Williams
Delos T. Maring
Willis R. Gregg
Benjamin A. Blundon (Vice Preston C. Day)

BUREAU OF ANIMAL INDUSTRY

C. C. Carroll, Chairman.
George Ditewig
Dr. A. J. Pistor (Vice Dr. U. G. Houck)

BUREAU OF PLANT INDUSTRY

James E. Jones, Chairman.
Dr. Haven Metcalf
Prof. C. V. Piper (Vice Carl S. Scofield)

FOREST SERVICE

A. F. Potter, Chairman.
R. Y. Stuart
Edward A. Sherman (Vice A.O.Waha)

BUREAU OF SOILS

A. G. Rice, Chairman.
C. H. Seaton (Vice C. A. Wolfe)
G. W. Baumann (Vice C.A.Drake)

BUREAU OF BIOLOGICAL SURVEY

W. C. Henderson, Chairman.
E. J. Thompson (Vice W. Roy Dillon)
Dr. Harry C. Oberholser (Vice Dr. W.B. Bell)

BUREAU OF CROP ESTIMATES

L. M. Estabrook, Chairman.
Frank Andrews
Chas. E. Gage (Vice Edw.Crane)

OFFICE OF PUBLIC ROADS.

L. W. Page, Chairman.
Edwin W. James
John M. Goodell (Vice Oscar L. Grover)

FEDERAL HORTICULTURAL BOARD

George B. Sudworth,Chairman.
R.C. Althouse (Vice W.D. Hunter)

LIBRARY

Miss C. R. Barnett, Chairman.
Miss H. M. Thompson
Miss E. B. Hawks

BUREAU OF CHEMISTRY

S. A. Postle,Chairman (Vice F.B.Linton)

W. W. Skinner
R.W. Balcom (Vice J.G.Coleman)

BUREAU OF ENTOMOLOGY

E. B. O'Leary, Chairman.
Dr. E. A. Back (Vice W.R. Walton)
Dr. A.D. Hopkins

DIVISION OF PUBLICATIONS

E.B. Reid, Chairman (Vice B.D.Stallings).

A. B. Boettcher
F. J. P. Cleary

STATES RELATIONS SERVICE

C. E. Johnston, Chairman.
J.A. Evans
H. L. Knight
A. B. Graham (Vice L.H. Goddard)

INSECTICIDE & FUNGICIDE BOARD

M. B. Waite, Chairman.
C.C. McDonnell
J. G. Shibley (Vice J.L. Monarch)

BUREAU OF MARKETS

R. V. Bailey, Chairman.
C. W. Thompson
R. L. Nixon (Vice W.M. Scott)

S. F. Shoot

Secretary.

C

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

September 20, 1918.

MEMORANDUM NO.

Regarding Committees on Clerical Efficiency.

In accordance with Memorandum No. 125, dated March 18, 1915, the personnel of the Committees on Clerical Efficiency of the various Bureaus, independent divisions, offices and boards is hereby changed as indicated:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman.
C. C. Wilson
A. McC. Ashley (Vice J.R.Williams)

OFFICE OF THE SOLICITOR

R. W. Williams, Chairman.
Edmund B. Quiggle
Fred Lees. (Vice Otis H.Gates)

OFFICE OF FARM MANAGEMENT

Lisle Morrison, Chairman,
H. A. Miller,
Thomas H. Summers (Vice Dr.E.A. Goldenweiser)

DIV. OF ACCTS. & DISBURSEMENTS

W. J. Nevius, Chairman
J. M. Kemper, Jr. (Vice W.R.Fuchs)

WEATHER BUREAU

E. B. Calvert, Chairman.
Henry E. Williams
Delos T. Maring
Willis R. Gregg
Benjamin A. Blundon (Vice Preston C. Day)

BUREAU OF ANIMAL INDUSTRY

C. C. Carroll, Chairman.
George Ditewig
Dr. A. J. Pistor (Vice Dr. U.G.Houck)

BUREAU OF PLANT INDUSTRY

James E. Jones, Chairman.
Dr. Haven Metcalf
Prof. C. V. Piper (Vice Carl S. Scofield)

FOREST SERVICE

A. F. Potter, Chairman
R. Y. Stuart,
Edward A. Sherman (Vice A.O.Waha)

BUREAU OF SOILS

A. G. Rice, Chairman
C. H. Seaton (Vice C.A.Wolfe)
G. W. Baumann (Vice C.A.Drake)

BUREAU OF BIOLOGICAL SURVEY

W. C. Henderson, Chairman.
E. J. Thompson (Vice W.Roy Dillon)
Dr. Harry C. Oberholser. (Vice Dr. W.B.Bell)

BUREAU OF CROP ESTIMATES

L. M. Estabrook, Chairman,
Frank Andrews
Chas. E. Gage. (Vice Edw.Crane)

OFFICE OF PUBLIC ROADS.

L. W. Page, Chairman
Edwin W. James
John M. Goodell (Vice Oscar L. Grover)

FEDERAL HORTICULTURAL BOARD

George B. Sudworth, Chairman
R. C. Althouse (Vice W.D.Hunter)

LIBRARY

Miss C. R. Barnett, Chairman.
Miss H. M. Thompson,
Miss E. B. Hawks

BUREAU OF CHEMISTRY

S. A. Postle, Chairman (Vice F.B.Linton)
W. W. Skinner
R. W. Balcom (Vice J.G.Coleman)

BUREAU OF ENTOMOLOGY

C. B. O'Leary, Chairman
Dr. E. A. Back, (Vice W.R.Walton)
Dr. A. D. Hopkins

DIVISION OF PUBLICATIONS

E. B. Reid, Chairman, (Vice B.D.Stallings)
A. B. Boettcher,
F. J. P. Cleary,

STATES RELATIONS SERVICE.

C. E. Johnston, Chairman,
J. A. Evans,
H. L. Knight
A. B. Graham (Vice L.H.Goddard)

INSECTICIDE & FUNGICIDE BOARD

M. B. Waite, Chairman.
C. C. McDonnell,
J. G. Shibley (Vice J.L.Monarch)

BUREAU OF MARKETS

R. V. Bailey, Chairman
C. W. Thompson
R. L. Nixon (Vice W. M. Scott)

Secretary.

S

DEPARTMENT OF AGRICULTURE
WASHINGTON

October 2, 1918.

MEMORANDUM NO. 254.

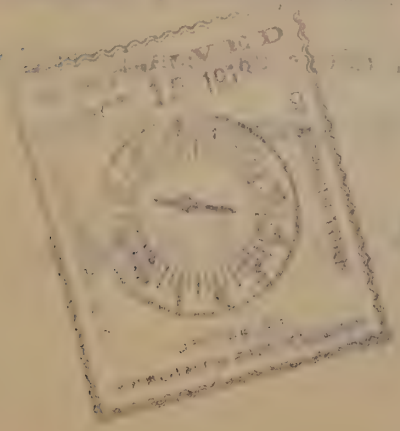
Applying Executive Order of November 24, 1917, to employees of the Red Cross War Council.

The Civil Service Commission has advised the Department that the Red Cross War Council has voluntarily placed itself in the position of being bound by the provisions of the Executive Order of November 24, 1917, regarding transfers in the executive departments and other Government establishments.

In view of the voluntary action of the administrative head of the Red Cross in applying the provisions of the order in question to that organization, no bureau, division or independent office of this Department shall hereafter offer employment to any person connected with the Red Cross without first obtaining the written consent to such action from the Chairman of that organization together with a statement that such consent is based upon the conclusion, after due consideration, that the person can render better service for the Government in this Department.

D. F. Houston,

Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE ~~ASSISTANT~~ SECRETARY
WASHINGTON

October 31, 1918.

MEMORANDUM NO. 255.

Program of Economy in the Use of Paper for Office, Correspondence, and Publicity Purposes.

There is inclosed herewith copy of a program for economy in the use of paper by Government Departments, promulgated by the War Industries Board. The Department of Agriculture desires to cooperate in every way in effecting the economies recommended. Chiefs of Bureaus, Divisions, and Offices are therefore enjoined to observe the suggestions so far as possible during the continuance of the war.

The Chief of the Division of Publications is charged with the supervision of the proposed economies. Paper stocks and supplies on hand may be used for the purpose for which they were originally procured.

Clarence Ousley
Acting Secretary.

(Enclosures).

THE FOLLOWING SUGGESTIONS AND INSTRUCTIONS ARE ISSUED BY THE WAR INDUSTRIES BOARD FOR THE GUIDANCE OF ALL GOVERNMENT REPRESENTATIVES BUYING AND (OR) USING PAPER FOR OFFICE, CORRESPONDENCE AND PUBLICITY PURPOSES.

1 Where reference is made to the item number of the General Schedule of Supplies, corresponding reference is made to the trade designation of the GI articles named.

2 The Paper Economy Division of the Pulp & Paper Section of the War Industries Board hopes that the carrying out of the suggestions and instructions herein contained will effect in Governmental publicity demands on paper a saving of approximately fifty (50) per cent in the tonnage of paper used in the next following six months' period as compared with the tonnage of paper used in the preceding six months' period; that the saving of paper by Governmental representatives in office and correspondence work will be approximately twenty-five (25) per cent in the tonnage of paper used in the next following six months' period as compared with the tonnage of paper used in the preceding six months' period.

3 PUBLICITY MATTER

Having constantly in mind the reduction of paper tonnage necessary, consult your advertising and printing expert for advice

(a) as to your publicity needs and the text of your matter;
(b) as to the most economical method of manufacturing and enclosing the same so as to secure needed attention;
(c) as to necessary and useful limits of circulation.

4 For printed circulars and pamphlets of every description not containing half-tone illustrations, use regular news print.

5 MAIL LISTS

Where mail lists are in use, revise constantly to take care of changes and cancellations.

6 LETTERHEADS

For full size sheets use only 8 x 10½.

7 Use half (8 x 5¼ inches) or two-third (8 x 7 inches) letterheads for short letters.

8 Use No. 16 substance weight (17x22-16 lbs. to 500 sheets) as the maximum weight for all correspondence.

9 Use a manila writing paper (similar to Western Union Telegraph blanks) or M. F. book for ordinary inter-departmental communications and for preparation of manuscripts.

10 Single space all typewritten letters with double space between paragraphs, except those prepared for the signature of the Secretary or Assistant Secretary.

11 Number consecutively all paragraphs in business correspondence; this will secure a very material reduction in the number of lines required when the writer has occasion to refer to previous communications.

(Over)

12 WRAPPING LETTERHEADS

Wrap letterheads and writing paper in packages of 500 - contents marked on end. (This instruction should accompany all requisitions for the purchase of letterheads.)

13 ENVELOPES

Use No. 6¼ size (3½ x 6) for all correspondence covering three sheets or less; use a No. 9 size (3-7/8 x 8-7/8) or larger for all other correspondence, depending upon bulk of enclosure.

14 Use manila stock for return envelopes.

15 Eliminate the use of envelopes wherever possible in mailing bulletins, press notices, etc., using in lieu thereof franked wrappers, either separate or franks imprinted on the bulletin.

16 Where possible, for intradepartmental work, use a reference slip pinned on top of the enclosures instead of an envelope; or use an envelope of convenient size the face of which is cross-ruled into rectangular spaces approximately one inch by two inches, each space to be used for an intradepartmental address. The same envelope may thus be used for intradepartmental transfer a number of times.

17 MIMEOGRAPH PAPERS.

For bulletins, etc., use news print, basis 25 x 38 - 50 lbs. to 500 sheets.

18 For sheets on which pen and ink work will be required later, use machine finish, free from ground wood pulp, sized sufficiently to take ink, basis 25 x 38 - 50 lbs. to 500 sheets.

19 CARBON PAPERS.

Use an all wood paper, free from ground wood pulp, either white or light green; basis 17 x 22 - 8 lbs. to 500 sheets; bursting strength 8 points.

DEPARTMENT OF AGRICULTURE
WASHINGTON

October 24, 1918.

MEMORANDUM No. 255

Program of Economy in the Use of Paper for Office, Correspondence, and Publicity Purposes.

There is inclosed herewith copy of a program for economy in the use of paper by Government Departments, promulgated by the War Industries Board. The Department of Agriculture desires to cooperate in every way in effecting the economies recommended. Chiefs of Bureaus, Divisions, and Offices are therefore enjoined to observe the suggestions so far as possible during the continuance of the war.

The Chief of the Division of Publications is charged with the supervision of the proposed economies. Paper stocks and supplies on hand may be used for the purpose for which they were originally procured.

Clarence Ousley
Acting ~~Assistant~~ Secretary.

(Enclosures)

WAR INDUSTRIES BOARD

WASHINGTON

B. M. BARUCH
CHAIRMAN

IN YOUR REPLY REFER TO IHB:F

October 15, 1918

From: Isaac H. Blanchard, Chief,
Paper Economy Division,
Pulp and Paper Section.

To: Mr. E. B. Reid,
Department of Agriculture,
13th and B Streets,
Washington, D. C.

Subject: Mimeograph Paper Qualities.

1 I am sending you this memorandum confirming the investigation we made this afternoon of the various qualities of paper intended for use on the mimeograph machine.

2 The result of the experiment demonstrated that a 50 lb. Newsprint paper gives as good an impression on the face as the special M. F. paper which you have been in the habit of using, and that the Newsprint works as well through the self-feeding and hand-feeding mimeograph machines as your best paper, while the backs of the sheets of the Newsprint, through the more absorbent quality of the stock, are cleaner than the backs of the sheets of the high-grade M. F. that you have been using.

3 It is, therefore, the joint opinion of all the gentlemen who took part in the experiment that a 50 lb. Newsprint, 25x38 basis, can be named as the maximum grade of mimeograph stock to be recommended for use in all the departments.

Isaac H. Blanchard

(Copy of this letter sent to Messrs. Sherman, Bracey and Arnold).

Answered Oct 23 1918

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 6, 1918.

MEMORANDUM NO. 256.

Central Photograph Index.

In order that illustrations of every phase of agricultural and allied activities be centralized and easily accessible to everybody, a new file of photographic prints will be created, selected from all the negatives in possession of the various Bureaus, Divisions, and Independent Offices.

It will prove of great value in the preparation of publications, for general research work, and the weekly news service.

This file will be located in the office of the Section of Illustrations, on the third floor of the Bieber Building, 1358 B Street, S. W.

Each photograph will be mounted on a card bearing a legend, and a plan of grouping the file according to subject will be devised.

The person who took the picture or one familiar with the subject is requested to furnish the following information:

Negative Number
Location of Negative
Owner of Negative (Bureau, Division or Office)
Permission for release (Yes or no)
Locality, County, and State where picture was taken (Name of farm, if any)
Date when taken
Name of person who took picture
Published in ---------- (giving No. of Plate and Fig.)
Subject and description of picture
Climatic conditions
Soil formation
Any additional information which could be used in writing an intelligent and interesting legend.

Whenever use is made of the negative, credit is to be given the originating office and individual as far as practicable.

Every picture having been previously published or for which sanction of release has been obtained from the originating office will be marked in the file by a distinguishing sign. Other pictures will not be released without first obtaining permission to do so from the originating office.

Mr. A. B. Boettcher, Assistant in charge of the Section of Illustrations, will prepare this file, and selections are to be confined to pictures that are clear and will make good reproductions. Officials in charge of photographic negatives throughout the Department are requested to give Mr. Boettcher every facility of access to their negatives and print files in order to expedite the completion of the central file.

Offices not having already done so are requested to have the negatives in their possession properly filed and numbered and to keep a mounted print file for easy identification. A member of the office staff should be designated in charge of these files and held responsible for their being kept in order and up to date.

Whenever a demand for prints from these negatives is received by the Section of Illustrations it will request the loan of the negatives, using two cards; one, stating the use to be made of the prints, serving as receipt to the office making the loan of negatives, and the other being the receipt to the Section of Illustrations upon their return.

In order to keep the proposed photographic file up to date it is directed that hereafter a print of every negative made be submitted to the Section of Illustrations, with the proper legend as outlined heretofore. This applies equally to negatives made in Washington and in the field. Offices and individuals having their films and plates developed in the Photographic Laboratory of the Section of Illustrations will be supplied with an extra print from each negative to enable them to comply with this request.

Clarence Ousley

Acting Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
DIVISION OF PUBLICATIONS,
WASHINGTON, D. C.

November 1, 1918.

MEMORANDUM FOR MR. OUSLEY

Assistant Secretary.

Dear Mr. Ousley:

May I go over this memorandum with you and see if it agrees with your idea as to what should be done in order to establish a central file of photographs? The original, written some time ago, became misplaced.

Very truly yours,

Edwy B. Reid

Chief of Division.

Agriculture.

1. Requests for railroad tickets must be drawn on the railroad company as heretofore, but must not include the additional passage charge. Such requests will be honored only for tickets at coach fares.

2. Requests for sleeping or parlor car accommodations will be assumed to include the additional passage charge for travel in sleeping or parlor cars.

The foregoing instructions, when effective, will supersede the instructions contained in Memorandum No. 241, dated June 8, 1918, relative to the use of transportation requests. It will be noted that under the new instructions it will not be necessary for the traveler to insert on transportation requests any of the special phrases referred to in numbered subsections 1, 2, and 3 of Memorandum No. 241.

In view of the facts that rates between certain points vary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

File

November 13, 1918.

MEMORANDUM NO. 257.

USE OF TRANSPORTATION REQUESTS UNDER ORDER OF THE UNITED STATES RAILROAD ADMINISTRATION, DATED OCTOBER 18, 1918.

The United States Railroad Administration having decided that effective December 1, 1918, the additional charge for passage in sleeping and parlor cars will be represented by the sleeping or parlor car ticket issued for the space occupied, the following procedure, effective on and after that date, will govern the use of transportation requests by employees of the Department of Agriculture:

1. Requests for railroad tickets must be drawn on the railroad company as heretofore, but must not include the additional passage charge. Such requests will be honored only for tickets at coach fares.

2. Requests for sleeping or parlor car accommodations will be assumed to include the additional passage charge for travel in sleeping or parlor cars.

The foregoing instructions, when effective, will supersede the instructions contained in Memorandum No. 241, dated June 8, 1918, relative to the use of transportation requests. It will be noted that under the new instructions it will not be necessary for the traveler to insert on transportation requests any of the special phrases referred to in numbered subsections 1, 2, and 3 of Memorandum No. 241.

In view of the facts that rates between certain points vary

over different lines of travel and that this will affect the amount of the additional railroad fare covered by the request issued to the sleeping or parlor car company, it is of vital importance, for accounting purposes, that the traveler, in preparing a transportation request for sleeping or parlor car accommodations, fill in, after the word "via" on both the transportation request and the coupon (notice of issue of ticket), the initials of the railroad line or lines over which the travel is to be performed.

D. F. Houston

Secretary.

[illegible] of travel and that this will affect the amount [illegible] additional railroad fare covered by the request issued to [illegible] or parlor car company, it is of vital importance, for accounting purposes, that the traveler, in preparing a transportation request for sleeping or parlor car accommodation, fill in, after the word "via" on both the transportation request and the coupon (notice of issue of ticket), the initials of the railroad line or lines over which the travel is to be performed.

Secretary.

Reprint 6-6

DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 29, 1918.

MEMORANDUM No. 258.

Leave which May Be Allowed on Separation from the Service.

Paragraph 46 of the Administrative Regulations is hereby amended to read as follows, effective December 1, 1918:

On separation from the Department by resignation, transfer, or any other termination of appointment without prejudice, employees may, in meritorious cases, be granted accrued leave at the rate of 2½ days for each month of service since the first of the calendar year for employees in the District of Columbia and 1¼ days for employees outside of the District of Columbia, except in such field offices as enjoy equal privileges under the law with employees in the District of Columbia. As a rule more than accrued leave will not be granted at the time of such separation, but the Secretary will consider a recommendation for the waiver of his limitation when the employee concerned has been in the Executive Civil Service for three years or more, or when there are especially meritorious reasons why an exception should be made.

Whether employees dismissed from the service for cause shall be allowed accrued leave is a matter to be determined by the Secretary, upon the recommendation of the chief of bureau concerned, according to the circumstances in each case. An employee dismissed from the service for cause may be required, in the discretion of the Secretary, to make refund from his salary for leave already taken in excess of accrued leave.

F. K. Lane.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

November 15, 1918.

Mr.Harrison:

In April, 1918, I collected the leave regulations of all the old departments, the Civil Service Commission, Smithsonian Institution and the Interstate Commerce Commission.

Attached are the regulations of the departments which have a regulation governing the leave which may be granted on separation from the service. Except possibly the Treasury Department's regulation, I am inclined to think that all the quoted regulations are based on our Administrative Regulations, Paragraph 46.

The Departments which seem to have no regulation on the subject are:

Post Office Department
Navy Department
Civil Service Comm'n.
War Department
State Department
Smithsonian Institution
Interstate Commerce Commission.

Very truly yours,

Wm Reese

Chief Clerk.

Regulations of Certain Executive Departments and Independent Establishments Dealing with Leave Which May be Granted on Separation from the Service.

Department of Commerce.

" A person leaving the service will not be allowed more than accrued leave, and if excess leave has been taken, deduction therefor will be made from the salary due on the date of separation or proper refund demanded. The Department will consider a waiver of this provision however, when the person concerned has been in the executive civil service for three years or more, or when there are especially meritorious reasons why an exception should be made."

Treasury Department.

"Employees leaving the service may be allowed accrued leave at the rate of 2½ days per month. In the event an employee who has had 5 years' continuous service, and whose record is such as would make the case meritorious, is separated from the service, the Secretary will consider an application for an extension of such allowance not to exceed 30 days."

Department of Justice.

"On separation from the department by resignation, dismissal, or transfer, employees will be allowed only accrued leave at the rate of two and one-half days for each month of service since the first of the calendar year, but more than this may be granted (within the legal limit) when separation occurs after the middle of the year if the employee has served five or more years."

Department of the Interior.

"A person leaving the service will be allowed accrued leave only, but bureau heads may grant more than this (within the legal limit) when the separation occurs after the first of July and the person concerned has been in the executive civil service for three years or more, or when there are especially meritorious reasons why an exception should be made. A statement of the reasons for allowing more than accrued leave will be made a matter of record."

Department of Labor.

"On separation from the Department by resignation, dismissal, or transfer, employees may be allowed only accrued leave at the rate of two and one-half days for each month of service since the first of the calendar year, but the Department will consider a recommendation for the waiver of this provision when the person concerned has been in the executive civil service for three years or more, or when there are especially meritorious reasons why an exception should be made."

96. LEAVE WHICH MAY BE ALLOWED ON SEPARATION FROM THE SERVICE.--On separation from the Department by resignation, transfer, or any other termination of appointment without prejudice, employees may, in meritorious cases, be granted accrued leave at the rate of $2\frac{1}{2}$ days for each month of service since the first of the calendar year for employees in the District of Columbia and $1\frac{1}{4}$ days for employees outside of the District of Columbia, except in such field offices as enjoy equal privileges under the law with employees in the District of Columbia. As a rule more than accrued leave will not be granted at the time of such separation, but the Secretary will consider a recommendation for the waiver of this limitation when the employee concerned has been in the Executive Civil Service for three years or more, or when there are especially meritorious reasons why an exception should be made.

Whether employees dismissed from the service for cause shall be allowed accrued leave is a matter to be determined by the Secretary, upon the recommendation of the chief of bureau concerned, according to the circumstances in each case. An employee dismissed from the service for cause may be required, in the discretion of the Secretary, to make refund from his salary for leave already taken in excess of accrued leave.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 30, 1918.

MEMORANDUM No. 259.

Use of Transportation Requests under Order of the United States Railroad Administration, Dated November 27, 1918.

By order of the Director General of Railroads, additional passage charges in sleeping and parlor cars will be cancelled, effective December 1, 1918. Accordingly, on and after that date the procedure outlined in Memorandum No. 241, as amended by Memorandum No. 257, governing the use of transportation requests, will be superseded by the procedure which obtained prior to June 10, 1918, i. e., one transportation request will be drawn on the railroad company to cover the railroad fare and, when sleeping or parlor car accommodations are used, a second transportation request will be drawn on the sleeping or parlor car company for the cost thereof.

D. F. Houston

Secretary.

U. S. Department of Agriculture,
Division of Accounts and Disbursements,

Washington, D. C., November 30, 1918.

Dear Mr. Harrison:

Please note attached letter from the Assistant Director of the U. S. Railroad Administration in regard to use of transportational requests. It will be necessary to issue instructions to the bureau immediately and the Finance Committee has prepared the attached memorandum for the approval of the Secretary.

Will you kindly have this signed today and oblige,

Very respectfully,

A Gappone

Acting Chairman,
Finance Committee.

DEPARTMENT OF AGRICULTURE
WASHINGTON

November 30, 1918.

MEMORANDUM NO.

Use of Transportation Requests Under Order of the United States Railroad Administration, Dated November 27, 1918.

By order of the Director General of Railroads, additional passage charges in sleeping and parlor cars will be cancelled, effective December 1, 1918. Accordingly, on and after that date the procedure outlined in Memorandum No. 241, as amended by Memorandum No. 257, will be superseded by the procedure which obtained prior to June 10, 1918, i.e., one transportation request will be drawn on the railroad company to cover the railroad fare and, when sleeping or parlor car accommodations are used, a second transportation request will be drawn on the sleeping or parlor car company for the cost thereof.

Secretary.

[illegible] the use [illegible] transportation request -1

UNITED STATES RAILROAD ADMINISTRATION

W. G. McADOO, DIRECTOR GENERAL OF RAILROADS

WASHINGTON

DIVISION OF TRAFFIC

EDWARD CHAMBERS, DIRECTOR

November 27, 1918 - 1.

Please refer to file No.

Chief of Accounts for Service
Department of Agriculture
Washington, D.C.

Dear Sir:-

Referring to my letters of October 18th and 24th regarding proposed change effective December 1st, in the method of evidencing the payment of additional passage charges for travel in sleeping and parlor cars:

I attach hereto a copy of self-explanatory telegram to the Territorial Passenger Traffic Committee Chairmen showing that under order of the Director General of Railroads, all such additional passage charges for travel in sleeping and parlor cars on the lines of carriers under Federal control will be canceled, effective December 1, 1918.

This telegram also describes the action that will be taken on any transportation requests that may be drawn by representatives of Government Departments under the plan proposed to become effective December 1st, and it will be appreciated if you will promptly issue the necessary instructions to all Bureaus and persons authorized to draw transportation requests in order that they may be governed by the new arrangements.

Kindly acknowledge.

Yours truly,

Gerrit Fort

Assistant Director.

3-d

WESTERN UNION TELEGRAM

Washington, November 27-1918-1

C M Burt, 143 Liberty St., New York, N.Y.
W. J. Craig, Rhodes Building, Atlanta, Ga.
P. S. Eustis, Transportation Building, Chicago, Ill.
H. P. Clements, Pullman Car Lines, Chicago, Ill.
Geo. B. Haynes, G.P.A., C. M. & St. P. R.R., Chicago, Ill.
W. R. Calloway, G.P.A., M.St.P.& S.S.M.R.R., Minneapolis, Minn.
James Maney, G.P.A., D.S.S. & A. R.R., Duluth, Minn.
C. E. Stone, G.P.A., Great Northern R.R., St.Paul, Minn.
F. J. Robinson, G.P.A., Central RR of Ga., Savannah, Ga.

By order of Director General additional passage charges in sleeping and parlor cars will be canceled effective December first nineteen eighteen period this includes all such charges in effect and those proposed to become effective December first period Cancellation will become effective by uniform tariff issued and filed here twenty seventg over names of agents Hannegan, Pratt and Wayne as per draft to you today period This tariff will be issued under special permission eye see see number four seven five four six of November twenty-sixth and will be general in character period It will not cancel nor supplement outstanding tariffs or supplements by eye see see numbers but will make general cancellation only period This special tariff should be reproduced and distributed by you to all carriers your territory period Eye see see special permission number four seven five four six of November twenty-sixth conveys similar authority for cancellation additional passage charges locally by non Federal carriers jointly by Federal and non Federal carriers period Notify non Federal carriers including Canadian carriers to enable them take corresponding action period In order give agents and conductors all possible advance information instructions should be issued to wire them details upon receipt hereof in the understanding that arrangement will become effective December first even though they do not receive supporting tariffs until after that date period This for the reason that additional passage charge arrangements must positively be canceled on December first period Passengers en route midnight November thirtieth on tickets including additional passage charge purchased prior to December first will be required to surrender such tickets for balance of sleeping or parlor car journey then being made and no refund will be made such cases period Where passengers stop over or change cars on tickets purchased prior to December first and commence new journey in sleeping or parlor cars on or after December first no additional passage charge will be made from point of stopover or change of cars and in such cases unused portions of additional passage charge tickets will be redeemable period Where passengers stop over or change cars on or after December first or where they have purchased combined coach and additional passage charge tickets prior to December first for initial use on or after that date conductors should be instructed to give passenger receipt showing description of ticket and passenger's name and address to facilitate refund claims period Tickets purchased in advance and not used prior to December first should be redeemed wherever possible and new tickets purchased before boarding train period After receipt hereof no additional passage charge tickets separate or combined should be sold for initial use on or after December

first period Nothing herein affects nor changes sleeping or parlor car rates for seats, berths or rooms nor minimum number of coach tickets required for exclusive occupancy of sleeping or parlor car space period All Government Departments and Secretaries of States have been advised of cancellation of additional passage charges and that on and after December first transportation requests should be drawn in same manner as in effect prior to June tenth period Due to impossibility advising all Government Field forces these changes prior to December first transportation requests for additional passage charges will be presented on and after December first but agents and others interested should be instructed take up requests for railroad transportation and sleeping or parlor car space issuing coach and sleeping or parlor car tickets thereon in usual way returning to passenger any separate requests presented for additional passage charge period Nothing herein changes existing arrangements for sale coach tickets and ticket for sleeping or parlor car space by one ticket seller period Am sending copy this message direct Pullman Car Lines and other carriers operating sleeping and parlor cars for their information and guidance period. Acknowledge Original Burt Craig Eustis copies Clements Haynes Callaway Maney Stone and Robinson

GERRIT FORT

WUDH 32586-C

3-IS

3:30PM

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C.

December 20, 1918.

MEMORANDUM NO. 260.

Extracts from appropriation acts for 1919 (other than the Agricultural Appropriation Act), and special acts passed by the 65th Congress (second session), which relate either directly or indirectly to the Department of Agriculture, or which may be of general interest to the employees thereof.

The attention of officials and employees of the Department of Agriculture is invited to the following provisions of a general nature which are included in the several acts indicated:

ACT TO SAVE DAYLIGHT AND TO PROVIDE STANDARD TIME FOR THE UNITED STATES, APPROVED MARCH 19, 1918, PUBLIC NO. 106.

This Act provides that, for the purpose of establishing the standard time of the United States, the territory of the continental United States shall be divided into five zones, the limits of which shall be defined by an order of the Interstate Commerce Commission, and the standard time of the respective zones shall be known and designated as follows:

1st Zone. United States Standard Eastern Time.

2nd Zone. United States Standard Central Time.

3rd Zone. United States Standard Mountain Time.

4th Zone. United States Standard Pacific Time.

5th Zone. United States Standard Alaska Time.

The Act further provides that at two o'clock antemeridian of the last sunday in March of each year the standard time of each zone shall be advanced one hour, and at two o'clock antemeridian of the last Sunday in October in each year the standard time of each zone shall, by the retarding of one hour, be returned to the mean astronomical time of the degree of longitude governing said zone, so that between the last Sunday in March at two o'clock antemeridian and the last Sunday in October at two o'clock antemeridian in each year the standard time in each zone shall be one hour in advance of the mean astronomical time of the degree of longitude governing each zone, respectively.

JOINT RESOLUTION GOVERNING THE HOLDING OF CIVIL SERVICE EXAMINATIONS, APPROVED MARCH 27, 1918, PUBLIC NO. 24.

That the Act of July second, nineteen hundred and nine (Thirty-sixty Statutes at Large, Numbered One), is hereby amended so as to permit the United States Civil Service Commission, during the period of the present war, to hold examinations of applicants for positions in the Government service in the District of Columbia, and to permit applicants from the Several States and Territories of the United States to take said examinations in the said District of Columbia and elsewhere in the United States where examinations are usually held. Said examinations shall be permitted in addition to those required to be held by said Act of July second, nineteen hundred and nine (Thirty-sixth Statutes at Large, Numbered One): Provided, That nothing herein shall be so construed as to abridge the existing law of apportionment or change the requirements of existing law as to legal residence and domicile of such applicants. (Joint Resolution, approved March 27, 1918.)

URGENT DEFICIENCY ACT, APPROVED MARCH 28, 1918, PUBLIC NO. 109.

EXPENSES OF BUREAU OF EFFICIENCY.

To enable the Bureau of Efficiency, authorized by the urgent deficiency appropriation Act approved February twenty-eighth, nineteen hundred and sixteen, to establish and maintain a system of efficiency ratings, to investigate administrative needs of the service relating to personnel in the several executive departments and independent establishments, required by the legislative, executive, and judicial appropriation Acts for the fiscal years nineteen hundred and thirteen and nineteen hundred and fourteen, respectively, and to investigate duplication of statistical and other work and methods of business in the various branches of the Government service; for purchase or exchange of equipment, supplies, stationery, books and periodicals, and printing and binding; in all, $38,000: Provided, That no person shall be employed hereunder at a compensation exceeding $4,000 per annum. (Urgent Deficiency Act, approved March 28, 1918, p. 2.)

PROCEEDS FROM SALE OF NITRATE OF SODA.

The proceeds heretofore or hereafter received from the disposition of nitrate of soda under the appropriation of $10,000,000 contained in section twenty-seven of the Act approved August tenth, nineteen hundred and seventeen, shall be credited to the said appropriation of $10,000,000 and be available for the purposes authorized in the said section during the period of the existing war as defined by section twenty-four of the said act. (Urgent Deficiency Act, approved March 28, 1918, p. 41.)

PURCHASE AND SALE OF SEEDS.

For additional for procuring, storing, and furnishing seeds as authorized by section three of the Act entitled "An Act to provide further for the national security and defense by stimulating agriculture and facilitating the distribution of agricultural products," approved August tenth, nineteen hundred and seventeen, including not to exceed $5,000 for rent and personal services in the District of Columbia, $4,000,000 which may be used as a revolving fund until June thirtieth, nineteen hundred and eighteen. (Urgent Deficiency Act, approved March 28, 1918, p. 41.)

DEFICIENCY APPROPRIATION FOR FOREST SERVICE.

For "General expenses, Forest Service," including the same objects specified under this head in the Agricultural Appropriation Act for the fiscal year nineteen hundred and eighteen, $775,000. (Urgent Deficiency Act, approved March 28, 1918, p. 41.)

ACT MAKING APPROPRIATIONS FOR THE DIPLOMATIC AND CONSULAR SERVICE, APPROVED APRIL 15, 1918, PUBLIC NO. 128.

INTERNATIONAL INSTITUTE OF AGRICULTURE.

For the payment of the quota of the United States for the support of the International Institute of Agriculture for the calendar year nineteen hundred and nineteen, $8,000. (Diplomatic and Consular Act, approved April 15, 1918, p. 7.)

INTERNATIONAL SEISMOLOGICAL ASSOCIATION.

For defraying the necessary expenses in fulfilling the oblications of the United States as a member of the International Seismological Association, including the annual contribution to the expenses of the association, $800. (Diplomatic and Consular Act, approved April 15, 1918, p. 8.)

AN ACT AUTHORIZING THE PRESIDENT TO COORDINATE OR CONSOLIDATE EXECUTIVE BUREAUS, AGENCIES, AND OFFICES, AND FOR OTHER PURPOSES, IN THE INTEREST OF ECONOMY AND THE MORE EFFICIENT CONCENTRATION OF THE GOVERNMENT, APPROVED MAY 20, 1918, PUBLIC NO. 152.

That for the national security and defense, for the successful prosecution of the war, for the support and maintenance of the Army and Navy, for the better utilization of resources and industries, and for the more effective exercise and more efficient administration by the President of his powers as Commander in Chief of the land and naval forces the President is hereby authorized to make such redistribution of functions among executive agencies as he may deem necessary, including any functions, duties, and powers hitherto by law conferred upon any executive department, commission, bureau, agency, office, or officer, in such manner as in his judgment shall seem best fitted to carry out the purposes of this Act, and to this end is authorized to make such regulations and to issue such orders as he may deem necessary, which regulations and orders shall be in writing and shall be filed with the head of the department affected and constitute a public record: Provided, That this Act shall remain in force during the continuance of the present war and for six months after the termination of the war by the proclamation of the treaty of peace, or at such earlier time as the President may designate: Provided further, That the termination of this Act shall not affect any act done or any right or obligation accruing or accrued pursuant to this Act and during the time that this Act is in force: Provided further, That the authority by this Act granted shall be exercised only in matters relating to the conduct of the present war.

Sec. 2. That in carrying out the purposes of this Act the President is authorized to utilize, coordinate, or consolidate any executive or administrative commissions, bureaus, agencies, offices, or officers now existing by law, to transfer any duties or powers from one existing department, commission, bureau, agency, office, or officer to another, to transfer the personnel thereof or any part of it either by detail or assignment, together with the whole or any part of the records and public property belonging thereto.

* *

Sec. 4. That for the purpose of carrying out the provisions of this Act, any moneys heretofore and hereafter appropriated for the use of any executive department, commission, bureau, agency, office, or

officer shall be expended only for the purposes for which it was appropriated under the direction of such other agency as may be directed by the President hereunder to perform and execute said function.

Sec. 5. That should the President, in redistributing the functions among the executive agencies as provided in this Act, conclude that any bureau should be abolished and it or their duties and functions conferred upon some other department or bureau or eliminated entirely, he shall report his conclusions to Congress with such recommendations as he may deem proper.

Sec. 6. That all laws or parts of laws conflicting with the provisions of this Act are to the extent of such conflict suspended while this Act is in force.

Upon the termination of this Act all executive or administrative agencies, departments, commissions, bureaus, offices, or officers shall exercise the same functions, duties, and powers as heretofore or as hereafter by law may be provided, any authorization of the President under this Act to the contrary notwithstanding.

ACT MAKING APPROPRIATIONS FOR THE BUREAU OF INDIAN AFFAIRS, ETC., APPROVED MAY 25, 1918, PUBLIC NO. 159.

REIMBURSEMENT TO INDIANS FOR LIVE STOCK DESTROYED.

For reimbursing Indians for live stock which may be hereafter destroyed on account of being affected with dourine or other contagious diseases, and for expenses in connection with the work of eradicating and preventing such diseases, to be expended under such rules and regulations as the Secretary of the Interior may prescribe, $25,000. (Indian Act, approved May 25, 1918, p. 7.)

SUNDRY CIVIL APPROPRIATION ACT, APPROVED JULY 1, 1918, PUBLIC NO. 181.

USE OF FURNITURE IN PUBLIC AND OTHER BUILDINGS.

***That all furniture now owned by the United States in other public buildings or in buildings rented by the United States shall be used, so far as practicable, whether it corresponds with the present regulation plan for furniture or not. (Sundry Civil Act, approved July 1, 1918, p. 6.)

INVESTIGATION OF DISEASES OF MAN.

Public Health Service: For investigations of diseases of man and conditions influencing the propagation and spread thereof, including sanitation and sewage, and the pollution of navigable streams and lakes of the United States, including personal service, $200,000. (Sundry Civil Act, approved July 1, 1918, p. 13.)

INTERSTATE QUARANTINE SERVICE.

Public Health Service: For cooperation with State and municipal health authorities in the prevention of the spread of contagious and infectious diseases in interstate traffic, including the sanitation of areas adjoining military and naval reservations and Government industrial plants, in order properly to safeguard the health of the military forces and Government employees, $1,000,000. (Sundry Civil Act, approved July 1, 1918, p. 13.)

RURAL SANITATION.

Public Health Service: For special studies of, and demonstration work in, rural sanitation, including personal services, and including not to exceed $5,000 for the purchase, maintenance, repair, and operation of motor-propelled passenger-carrying vehicles, $150,000: Provided, That no part of this appropriation shall be available for demonstration work in rural sanitation in any community unless the State, county, or municipality in which the community is located agrees to pay one-half the expense of such demonstration work. (Sundry Civil Act, approved July 1, 1918, p. 13.)

PROPAGATION AND SALE OF BIOLOGIC PRODUCTS.

Public Health Service: To regulate the propagation and sale of viruses, serums, toxins, and analoguous products, including personal service, $30,000. (Sundry Civil Act, approved July 1, 1918, p. 13.)

EXPENSES OF THE UNITED STATES FOOD ADMINISTRATION.

For expenses of the United States Food Administration, created under authority contained in the Act entitled "An Act to provide further for the national security and defense by encouraging the production, conserving the supply, and controlling the distribution of food products and fuel," approved August tenth, nineteen hundred and seventeen, including personal and other services and rent in the District of Columbia and elsewhere, traveling expenses, per diem allowances in lieu of subsistence, not exceeding $4, printing and binding, supplies and equipment, law books, books

of reference, periodicals, maintenance, operation, and repair of motor-propelled passenger-carrying vehicles, $7,500,000. (Sundry Civil Act, approved July 1, 1918, p. 16.)

INTERNATIONAL EXCHANGES.

For the system of international exchanges between the United States and foreign countries, under the direction of the Smithsonian Institution, including necessary employees and the purchase of necessary books and periodicals, $35,000. (Sundry Civil Act, approved July 1, 1918, p. 20.)

INTERNATIONAL CATALOGUE OF SCIENTIFIC LITERATURE.

For the cooperation of the United States in the work of the International Catalogue of Scientific Literature, including the preparation of a classified index catalogus of American scientific publications for incorporation in the International Catalogue, clerk hire, purchase of necessary books and periodicals, and other necessary incidental expenses, $7,500. (Sundry Civil Act, approved July 1, 1918, p. 20.)

PROTECTION OF OREGON AND CALIFORNIA RAILROAD LANDS AND COOS BAY WAGON ROAD LANDS.

To enable the Secretary of the Interior, with the cooperation of the Secretary of Agriculture or otherwise, as in his judgment may be most advisable, to establish and maintain a patrol to prevent trespass and to guard against and check fires upon the lands revested in the United States by the Act approved June ninth, nineteen hundred and sixteen, and the lands known as the Coos Bay Wagon Road lands involved in the case of Southern Oregon Company versus United States (numbered twenty-seven hundred and eleven, in the circuit court of appeals of the ninth circuit), $25,000. (Sundry Civil Act, approved July 1, 1918, p. 38.)

RESTORATION OF LANDS IN FOREST RESERVES.

To enable the Secretary of the Interior to advertise the restoration to the public domain of lands in forest reserves or of lands temporarily withdrawn for forest reserve purposes, $10,000. (Sundry Civil Act, approved July 1, 1918, p. 38.)

RESEARCHES TO DETERMINE GEOLOGIC CONDITIONS FAVORABLE TO THE PRESENCE OF DEPOSITS OF POTASH SALTS.

U. S. Geological Survey: For chemical and physical researches relating to the geology of the United States, including researches with a view of determining geological conditions favorable to the presence of deposits of potash salts, $40,000. (Sundry Civil Act, approved July 1, 1918, p. 40.)

DETERMINING WATER SUPPLY OF THE UNITED STATES AND METHODS OF UTILIZING WATER RESOURCES.

U. S. Geological Survey: For gauging streams and determining the water supply of the United States, the investigation of underground currents and artesian wells, and the preparation of reports upon the best methods of utilizing the water resources, $148,244.10, of which $25,000 may be used to test the existence of artesian and other underground water supplies suitable for irrigation in the arid and semiarid regions by boring wells. (Sundry Civil Act, approved July 1, 1918, p. 40.)

TOPOGRAPHIC SURVEYS OF PUBLIC LANDS.

U. S. Geological Survey: For continuation of topographic surveys of the public lands that have been or may hereafter be designated as national forests, $74,219.60. (Sundry Civil Act, approved July 1, 1918, p. 41.)

PROTECTION OF GAME IN ALASKA.

For carrying out the Act approved May eleventh, nineteen hundred and eight, entitled "An Act for the protection of game in Alaska, and for other purposes," including salaries, traveling expenses of game wardens, and all other necessary expenses, $20,000, to be expended under the direction of the governor of Alaska. (Sundry Civil Act, approved July 1, 1918, p. 49.)

DEVELOPING AQUATIC SOURCES OF LEATHER.

For developing by the Bureau of Fisheries in cooperation with the Bureau of Standards new aquatic sources of supply of leather, including personal services in the District of Columbia and in the field, the unexpended balance of the appropriation for the fiscal year nineteen hundred and eighteen is reappropriated and made available for the fiscal year nineteen hundred and nineteen. (Sundry Civil Act, approved July 1, 1918, p. 67.)

PRINTING AND BINDING FOR THE DEPARTMENT OF AGRICULTURE.

For the Department of Agriculture, including not to exceed $47,000 for the Weather Bureau, and including the Annual Report of the Secretary of Agriculture, as required by the Act approved January twelfth, eighteen hundred and ninety-five, and in pursuance of the joint resolution numbered thirteen, approved March thirtieth, nineteen hundred and six, and also including not to exceed $200,000 for farmers' bulletins, which shall be adapted to the interests of the people of the different sections of the country, an equal proportion of four-fifths of which shall be delivered to or sent out under the

addressed franks furnished by Senators, Representatives, and Delegates in Congress, as they shall direct, $600,000. (Sundry Civil Act, approved July 1, 1918, p. 75.)

ALLOTMENT OF PRINTING AND BINDING FUND.

That no more than an allotment of one-half of the sum hereby appropriated for the public printing and for the public binding shall be expended in the first two quarters of the fiscal year, and no more than one-fourth thereof may be expended in either of the last two quarters of the fiscal year, except that, in addition thereto, in either of said last quarters the unexpended balances of allotments for preceding quarters may be expended; and no department or Government establishment shall consume in any such period a greater percentage of its allotment than can be lawfully expended during the same period of the whole appropriation. (Sundry Civil Act, approved July 1, 1918, p. 76.)

EXPENDITURE OF PRINTING AND BINDING FUND.

Money appropriated under the foregoing allotments shall not be expended for printing or binding for any of the executive departments or other Government establishments, except such as shall be certified in writing to the Public Printer by the respective heads or chiefs thereof to be necessary to conduct the ordinary and routine business, required by law of such executive departments or Government establishments, and except such reports, monographs, bulletins, or other publications as are authorized by law or specifically provided for in appropriations herein; all other printing required or deemed necessary or desirable by heads of executive departments or other Government establishments or offices or bureaus thereof shall be done only as Congress shall from time to time authorize. (Sundry Civil Act, approved July 1, 1918, p. 76.)

DETAIL OF EMPLOYEES OF THE GOVERNMENT PRINTING OFFICE TO OTHER EXECUTIVE BRANCHES OF THE PUBLIC SERVICE.

No part of any money appropriated in this Act shall be paid to any person employed in the Government Printing Office while detailed for or performing service in any other executive branch of the public service of the United States unless such detail be authorized by law. (Sundry Civil Act, approved July 1, 1918, p. 76.)

ACT MAKING APPROPRIATIONS FOR THE NAVAL SERVICE, APPROVED JULY 1, 1918, PUBLIC NO. 182.

ERECTION AND OPERATION OF NITRATE PLANT.

For the erection, equipment, and operation of a plant for the fixation of atmospheric nitrogen, production of synthetic ammonia, its oxidation to nitric acid, and the manufacture of ammonium nitrate, for each and every expense connected therewith, including the employment of all necessary expert, drafting, and clerical assistance, $9,150,000, to be available until expended. (Naval Act, approved July 1, 1918, p. 21.)

ACT MAKING APPROPRIATIONS FOR THE SERVICE OF THE POST OFFICE DEPARTMENT, APPROVED JULY 2, 1918, PUBLIC NO. 185.

MANUFACTURE OF DISTINCTIVE MAILING EQUIPMENT FOR OTHER EXECUTIVE DEPARTMENTS.

***That out of this appropriation the Postmaster General is authorized to use as much of the sum, not exceeding $5,000, as may be deemed necessary for the purchase of material and the manufacture in the equipment shops of such small quantities of distinctive equipments as may be required by other executive departments; and for service in Alaska, Porto Rico, Philippine Islands, Hawaii, or other island possessions. (Post Office Act, approved July 2, 1918, p. 10.)

ACT TO GIVE EFFECT TO THE CONVENTION BETWEEN THE UNITED STATES AND GREAT BRITAIN FOR THE PROTECTION OF MIGRATORY BIRDS CONCLUDED AT WASHINGTON, AUGUST 16, 1916, AND FOR OTHER PURPOSES, APPROVED JULY 3, 1918, PUBLIC NO. 186.

This Act is designated as the "Migratory Bird Treaty Act" and provides that except under certain conditions and pursuant to regulations promulgated by the Secretary of Agriculture and approved by the President it shall be unlawful (a) to hunt, take, capture, kill, attempt to take, capture or kill, possess, offer for sale, sell, offer to purchase, purchase, deliver for shipment, ship, cause to be shipped, deliver for transportation, transport, cause to be transported, carry or cause to be carried by any means whatever, receive for shipment, transportation or carriage, or export, at any time or in any manner, any migratory bird, included in the terms of the convention between the United States and Great Britain for the protection of migratory birds concluded August sixteenth, nineteen hundred and sixteen, or any part, nest, or egg of any such bird; (b) to ship, transport, or carry, by any means whatever, from one State, Territory, or District to or through another State, Territory, or District, or to or through a foreign country, any bird, or any part, nest, or egg thereof, captured, killed, taken, shipped, transported, or carried at any time contrary to the laws of the State, Territory, or

District in which it was captured, killed, or taken, or from which it was shipped, transported, or carried; and (c) to import any bird, or any part, nest, or egg thereof, captured, killed, taken, shipped, transported, or carried contrary to the laws of any Province of the Dominion of Canada in which the same was captured, killed, or taken, or from which it was shipped, transported, or carried.

The act also confers police powers upon employees of the Department of Agriculture authorized by the Secretary of Agriculture to enforce the same, and provides that any person, association, partnership or corporation violating any of its provisions, the provisions of the convention between the United States and Great Britain, or the regulations made in pursuance of the act, shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be fined not more than $500 or imprisoned not more than six months, or both.

Section 9 of the act reappropriates and makes available until expended the unexpended balances of appropriations provided by the Agricultural appropriation acts for the fiscal years 1917 and 1918, for the protection of migratory game and insectivorous birds.

LEGISLATIVE, EXECUTIVE, AND JUDICIAL APPROPRIATION ACT APPROVED JULY 3,1918, PUBLIC NO. 188.

DETAIL OF EMPLOYEES TO OFFICE OF THE PRESIDENT.

***That employees of the executive departments and other establishments of the executive branch of the Government may be detailed from time to time to the office of the President of the United States for such temporary assistance as may be necessary. (Legislative Act, approved July 3, 1918,p.12.)

EXPENSES OF BUREAU OF EFFICIENCY.

To enable the Bureau of Efficiency, authorized by the urgent deficiency appropriation Act approved February twenty-eighth, nineteen hundred and sixteen, to establish and maintain a system of efficiency ratings, to investigate administrative needs of the service relating to personnel in the several executive departments and independent establishments, required by the legislative, executive, and judicial appropriation Acts for the fiscal years nineteen hundred and thirteen and nineteen hundred and fourteen, respectively, and to investigate duplication of statistical and other work and methods of business in the various branches of the Government service; for purchase or exchange of equipment, supplies, stationery, books and periodicals, printing and binding, traveling expenses not exceeding $3,000, and street car fare not exceeding $50; in all, $110,000. For rent of buildings $5000. (Legislative Act, approved July 3, 1918, p. 13.)

PROHIBITING DETAIL OF EMPLOYEES TO THE CIVIL SERVICE COMMISSION.

No detail of clerks or other employees from the executive departments or other Government establishments in the District of Columbia to the Civil

Service Commission, for the performance of duty in the District of Columbia, shall be made for or during the fiscal year nineteen hundred and nineteen. (Legislative Act, approved July 3, 1918, p. 13.)

CHIEF CLERK OF COMPTROLLER'S OFFICE AUTHORIZED TO COUNTERSIGN WARRANTS.

The Chief Clerk in the office of Comptroller of the Treasury hereafter shall have the power, in the name of the comptroller, to countersign all classes of warrants. (Legislative Act, approved July 3, 1918, p. 18.)

COLLECTING THE COTTON-FUTURES TAX.

For expenses to enforce theprovisions of part A of the Act approved August eleventh, nineteen hundred andsixteen, known as the Cotton-Futures Act, including the employment of attorneys, agents, inspectors, deputy collectors, clerks, and messengers at rates to be fixed by the Commissioner of Internal Revenue, subject to the approval of the Secretary of the Treasury, and for the purchase of such supplies, equipment, mechanical devices, and other articles as may be necessary, $20,000: Provided, That no person shall be employed hereunder at a compensation exceeding $4,000 per annum. (Legislative Act, approved July 3, 1918, p. 25.)

TESTING SUPPLIES AND MATERIALS FOR GOVERNMENT.

Bureau of Standards: For testing miscellaneous materials, such as varnish materials, soap materials, inks, and chemicals, including supplies for the Government departments and independent establishments, including personal services in the District of Columbia and in the field, as authorized by law, $30,000. (Legislative Act, approved July 3, 1918, p.57.)

DEVELOPMENT OF COLOR STANDARDS.

Bureau of Standards: To develop color standards and methods of manufacture and of color measurement, with special reference to their industrial use in standardization and specification of colorants such as dyestuffs, inks, and pigments, and other products, paint, paper, and textiles, in which color is a pertinent property, including personal services in the District of Columbia and in the field, $10,000. (Legislative Act, approved July 3, 1918, p. 57.)

PRODUCTION OF OPTICAL GLASS.

Bureau of Standards: For the investigation of the problems involved in the production of optical glass, including personal services in the District of Columbia and in the field, $20,000. (Legislative Act, approved July 3, 1918, p. 58.)

PURCHASE, PREPARATION, ETC., OF STANDARD MATERIALS FOR CHECKING CHEMICAL ANALYSES AND TESTING PHYSICAL MEASURING APPARATUS.

Bureau of Standards: For purchase, preparation, analysis, and distribution of standard materials to be used in checking chemical analyses and in

the testing of physical measuring apparatus, including personal services in the District of Columbia and in the field, $4,000. (Legislative Act, approved July 3, 1918, p. 58.)

DEVELOPMENT OF STANDARDS OF TEXTILES, PAPER, LEATHER, AND RUBBER.

Bureau of Standards: To investigate textiles, paper, leather, and rubber in order to develop standards of quality and methods of measurement, including personal services in the District of Columbia, and in the field, $10,000. (Legislative Act, approved July 3, 1918, p. 58.)

STANDARDIZATION AND DESIGN OF SUGAR-TESTING APPARATUS AND DEVELOPMENT OF TECHNICAL SPECIFICATIONS FOR VARIOUS GRADES OF SUGARS.

Bureau of Standards: For the standardization and design of sugar-testing apparatus; the development of technical specifications for the various grades of sugars with particular reference to urgent problems made pressing by war conditions, especially involving the standardization and manufacture of sugars; for the study of the technical problems incidental to the collection of the revenue on sugar and to determine the fundamental scientific constants of sugars and other substances, including personal services in the District of Columbia and in the field, $20,000. (Legislative Act, approved July 3, 1918, p. 58.)

PURCHASE OF TYPEWRITING MACHINES.

Sec. 4. That no part of any money appropriated by this or any other Act shall be used during the fiscal year nineteen hundred and nineteen for the purchase of any typewriting machine at a price in excess of the lowest price paid by the Government of the United States for the same make and substantially the same model of machine during the fiscal year nineteen hundred and seventeen; such price shall include the value of any typewriting machine or machines given in exchange, but shall not apply to special prices granted on typewriting machines used in schools of the District of Columbia or of the Indian Service, the lowest of which special prices paid for typewriting machines shall not be exceeded in future purchases for such schools: Provided, That in construing this section the Commissioner of Patents shall advise the Comptroller of the Treasury as to whether the changes in any typewriter are of such structural character as to constitute a new machine not within the limitations of this section. (Legislative Act, approved July 3, 1918, p. 64.)

DETAIL OF EMPLOYEES IN THE CLASSIFIED SERVICE FOR DUTY OUTSIDE OF THE DISTRICT OF COLUMBIA.

Sec. 5. That in expending appropriations made in this Act persons in the classified service at Washington, District of Columbia, shall not be detailed for service outside of the District of Columbia except for or in connection with work pertaining directly to the service at the seat of government of the department or other Government establishment from which the detail is made: Provided, That nothing in this section shall be deemed to apply

to the investigation of any matter or the preparation, prosecution, or defense of any suit by the Department of Justice. (Legislative Act, approved July 3, 1918, p. 64.)

INCREASE OF COMPENSATION.

This provision of law authorizes increased compensation to certain employees of the executive departments and other Government establishments during the fiscal year 1919 at the rate of $120 per annum if the salary is not less than $400 per annum nor more than $2,500 per annum, and at the rate of 30 per cent perannum ifthe rate of salary is less than $400. Certain classes of employees are not entitled to the increase of compensation while others may receive it only upon the certification of the heads of their respective departments. The law granting increased compensation and the regulations of the Secretary of Agriculture with reference thereto will be found in Memorandum No. 242, dated July 3, 1918. (Legislative Act, approved July 3, 1918, p. 64.)

ACT PROVIDING FOR THE PROTECTION OF THE UNIFORM OF FRIENDLY NATIONS, APPROVED JULY 8, 1918, PUBLIC NO. 190.

That it shall be unlawful for any person, with intent to deceive or mislead, within the United States or Territories, possessions, waters, or places subject to the jurisdiction of the United States, to wear any naval, military, police, or other official uniform, decoration, or regalia of any foreign State, nation, or Government with which the United States is at peace, or any uniform, decoration, orregalia so nearly resembling the same as to be calculated to deceive, unless such wearing thereof be authorized by such State, nation or Government.

Any person who violates the provisions of this Act shall upon conviction be punished by a fine not exceeding $300 or imprisonment for not exceeding six months, or by both such fine and imprisonment. (Act approved July 8, 1918.)

DEFICIENCY ACT, JULY 8, 1918, PUBLIC NO. 191.

CLASSIFICATION OF LANDS INVOLVED IN OREGON AND CALIFORNIA RAILROAD FORFEITURE SUIT.

To enable the Secretary of the Interior, in cooperation with the Secretary of Agriculture, or otherwise, to complete the classification of lands involved in the Oregon and California railroad forfeiture suit, as authorized and directed by the Act of June ninth, nineteen hundred and sixteen, $36,000, together with the unexpected balance of the appropriation of $90,000 for this purpose contained in the deficiency appropriation Act approved April seventeenth, nineteen hundred and seventeen, to remain available during the fiscal year nineteen hundred and nineteen. (Deficiency Act, approved July 8, 1918, p. 14.)

ARMY APPROPRIATION ACT, APPROVED JULY 9, 1918, PUBLIC NO. 193.

PURCHASE OF TYPEWRITING MACHINES FOR THE ARMY.

That purchase and exchange of typewriting machines, to be paid for from this appropriation, may be made at the special price allowed to schools teaching stenography and typewriting without obligating typewriter companies to supply these machines to all departments of the Government at the same price. (Army Act, approved July 9, 1918, p. 3.)

D. F. HOUSTON,

Secretary of Agriculture.